

HOW TO CREATE A BUILDING PERMIT APPLICATION

This tutorial outlines how to create a permit application.

Step 1: Click **Create a new application** in your workspaces.

The screenshot shows the 'Create a new application' form with a dark blue header. Below the header, the title 'Create a new application' is displayed. A progress bar at the top indicates the current step is 'Project' (selected with a purple dot), followed by 'Location', 'Application type, Project type & Category', and 'Summary'. The main section is titled 'Project selection' and includes a sub-header 'Project selection'. Below this, a note states: 'All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.' There are two buttons: 'SELECT EXISTING PROJECT' and 'CREATE A NEW PROJECT'. The 'CREATE A NEW PROJECT' button is circled in red. Below the buttons, there is a text input field labeled 'Name of the project' with a red arrow pointing down to it. The field contains the text 'My House Renovation'. At the bottom right, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' with a right arrow.

You will enter the Project selection workspace. You can either create a new project or select an existing one. Note that you will only see the Create a new project -option in the workspace if you haven't created any project yet.

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Step 2: Click **Create a new project**.

Step 3: Type a project name in the text field and click **Next**.

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Note that you can still return to your dashboard without saving anything by clicking the **Back** button. It applies to all pages during the application creation process.

The screenshot shows the 'Create a new application' page with a dark blue header. Below the header, the title 'Create a new application' is displayed. A progress bar at the top indicates four steps: 'Project' (selected with a radio button), 'Location', 'Application type, Project type & Category', and 'Summary'. The main section is titled 'Project selection' and includes a sub-header 'Project selection'. Below this, a note states: 'All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.' There are two buttons: 'SELECT EXISTING PROJECT' and 'CREATE A NEW PROJECT'. The 'CREATE A NEW PROJECT' button is circled in red. Below these buttons, a text input field labeled 'Name of the project' contains the text 'My House Renovation'. At the bottom right, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' with a right arrow.

You will be redirected to the Location for the application page. Here you can select a subject property for the application, search by address or a roll number, or point to a property's location on the map. If the subject land consists of more than one property, additional properties are added later.

Step 4: Select the province and municipality of the subject property from the drop-down menu.

The screenshot shows the 'Location for the application' page. The progress bar at the top indicates four steps: 'Project', 'Location' (selected with a radio button), 'Application type, Project type & Category', and 'Summary'. The main section is titled 'Location for the application' and includes a sub-header 'Location for the application'. Below this, a note states: 'Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.' There are two dropdown menus: 'Select province' and 'Select municipality', both of which are circled in red. To the right of these dropdowns is a search bar with a magnifying glass icon and the placeholder text 'Type an address or roll number'. Below the search bar is a map of the United States with the text 'Select a province and a municipality first' overlaid. At the bottom right, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' with a right arrow.

Once you have selected the province and municipality, you must locate the subject property on the map. There are three options available from which you can choose the one that works best for you:

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- **Option 1:** Using the municipal address of the subject property.
- **Option 2:** Using the roll number of the subject property.
- **Option 3:** Using a map to locate the subject property.

Option 1: Start typing the address of the subject property into the text field. Cloudpermit provides you with a list of existing properties according to the address. Select the desired subject property from the list under **Addresses**.

Dashboard

Create a new application

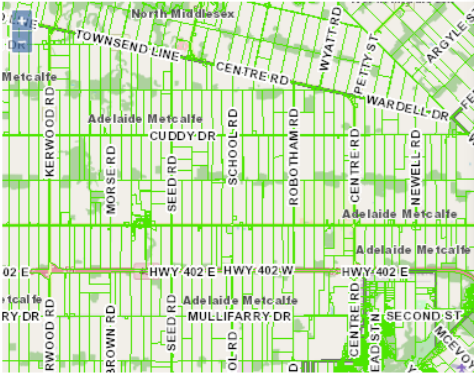
☒ Project ☒ Location ☐ Application type, Project type & Category ☐ Summary

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Ontario Middlesex Centre

☐ Existing locations ☒ Addresses



16081 THIRTEEN MILE RD (Roll number: 3939034020053000000)
16187 THIRTEEN MILE RD (Roll number: 3939034020054000000)
16192 THIRTEEN MILE RD (Roll number: 3939034020001000000)
16053 THIRTEEN MILE RD (Roll number: 3939034020052000000)
16092 THIRTEEN MILE RD (Roll number: 3939034020002000000)
15856 THIRTEEN MILE RD (Roll number: 3939034020005000000)
15934 THIRTEEN MILE RD (Roll number: 3939034020004000000)
15045 THIRTEEN MILE RD (Roll number: 3939034020039000000)
15159 THIRTEEN MILE RD (Roll number: 3939034020040000000)
15334 THIRTEEN MILE RD (Roll number: 3939034020011000000)
15270 THIRTEEN MILE RD (Roll number: 3939034020018000000)
15556 THIRTEEN MILE RD (Roll number: 3939034020009000000)

CANCEL BACK NEXT →

HOW TO CREATE A BUILDING PERMIT APPLICATION

Option 2: If you know the property's roll number, start filling it in the text field. Cloudpermit provides you with a list of existing properties matching your typing. Select the desired subject property from the list under **Addresses**.

[Dashboard](#)

Create a new application

☒ Project

☒ Location

☐ Application type, Project type & Category

☐ Summary

Location for the application

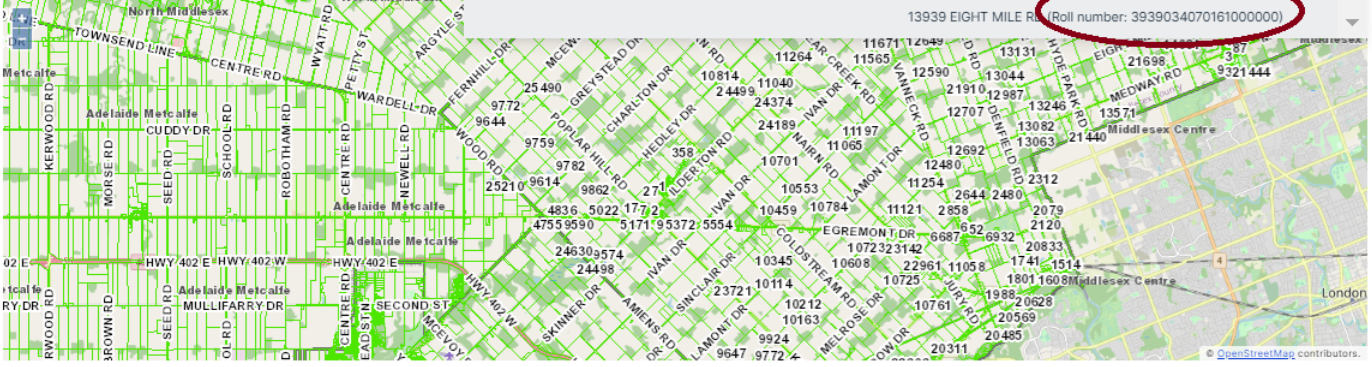
Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Ontario

Middlesex Centre

☒ Existing locations

☐ Addresses



CANCEL

BACK

NEXT →

HOW TO CREATE A BUILDING PERMIT APPLICATION

Option 3: Locate the subject property manually by clicking and dragging it on the map. Zoom in and out on the map with the + and - buttons located on the top left of the map. Once you have found the desired subject property, click it once. Cloudpermit pulls you up relevant information regarding the property.

[Dashboard](#)

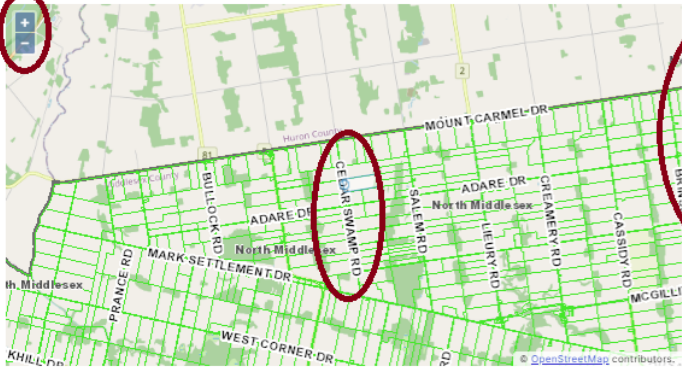
Create a new application

☒ Project ☒ Location ☐ Application type, Project type & Category ☐ Summary

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Ontario North Middlesex Q 35630 CEDAR SWAMP RD X



Address
35630 CEDAR SWAMP ROAD

Property details
Roll number: 3954000070024000000
Property identifier: 2505862
Property code: 200 - Farm property without any buildings/structures

Other information
Ward: 3
Legal description: CON 20 LOT 4

CANCEL BACK NEXT →

If no address is found for the selected property, click the blue link '[You can also add property details manually.](#)'

[Dashboard](#)

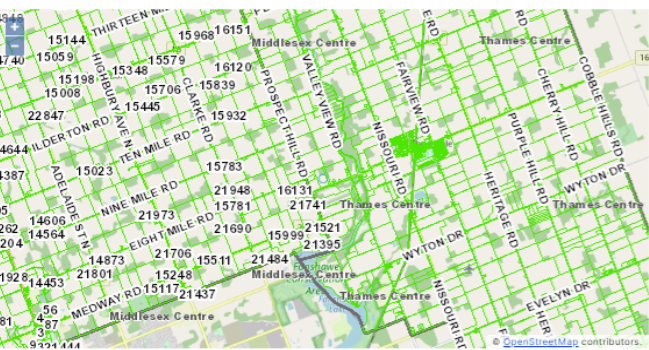
Create a new application

☒ Project ☒ Location ☐ Application type, Project type & Category ☐ Summary

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Ontario Middlesex Centre Q [ADDRESS MISSING] X



Location information missing
We were unable to find property data for your selection, please try again.
[You can also enter property details manually.](#)

CANCEL BACK NEXT →

HOW TO CREATE A BUILDING PERMIT APPLICATION

A form opens where you can manually fill out details regarding the address and property details—fields marked with a red Asterisk (*) are mandatory to fill out. When you are finished completing the form, click **Next**.

[Dashboard](#)

Create a new application

☒ Project ☒ Location ☐ Application type, Project type & Category ☐ Summary

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Ontario

Middlesex Centre

[ADDRESS MISSING]

Address

House number * Suffix Street name *

Street type * Direction Unit designator Unit number

Property details

Roll number *

Legal description *

CANCEL

BACK

NEXT

You will enter the **Application type** page. The available application types on the page depend on your municipality selection in Step 4.

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Step 5: If you are asked to select the appropriate project type for your application, follow the steps below.

The screenshot shows a web form titled "Create a new application" with a progress bar at the top indicating four steps: Project, Location, Application type, Project type & Category (current step), and Summary. The main heading "Select application type" is circled in red. Below it is a "Good to know" section with a note about municipality selection. The central content area features a blue box for "Building permit" with a building icon and a list of activities requiring a permit: constructing new buildings, renovations, and on-site sewage work. Below this, the heading "Select project type" is also circled in red. This section includes another "Good to know" note and five category buttons: Agricultural, Commercial, Industrial, Residential, and Other, each with a corresponding icon. At the bottom right are "CANCEL", "BACK", and "NEXT" buttons, with "BACK" highlighted in blue.

Dashboard

Create a new application

Project Location Application type, Project type & Category Summary

Select application type

Good to know

The available application types depend on your municipality selection in the previous step. Selecting the correct application type will help the appropriate department receive your application.

Building permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:

- construct any new building or place another structure on your property
- make renovations or repairs or add to a building
- undertake any work regarding the on-site sewage system

Select project type

Good to know

Project types relate to the overall scope of your proposal.

Agricultural

Commercial

Industrial

Residential

Other

CANCEL BACK NEXT

Step 6: Select **Category**. For your benefit, there are definitions for each category item at the bottom of the page.

Step 7: Select **Work type** and **Work target**.


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Step 8: Click **Next** to proceed.

Select application type

Good to know

The available application types depend on your municipality selection in the previous step. Selecting the correct application type will help the appropriate department receive your application.



Building permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:

- construct any new building or place another structure on your property
- make renovations or repairs or add to a building
- undertake any work regarding the on-site sewage system

Select category, type and target for your application

Good to know

Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category

Accessory structures

Agricultural

Change of use

Combined use

Commercial building

Demolition

Heating

Industrial building

Institutional building

Land development

Miscellaneous

Work type

Addition

Alteration

New

Repair

Work target

Boathouse

Bunkie

Carport

Deck - Non-Residential

Deck - Residential

Dock

Garage - Non Residential

Garage - Residential

Gazebo

Porch

Ramp

Good to know

An Accessory structure includes the construction, alteration, addition to, or repair of a building accessory to a principal building. Examples: Deck, Gazebo, Porch, Ramp or Shed.

CANCEL

BACK

NEXT →

Most common projects

RESIDENTIAL			
PROJECT	CATEGORY	WORK TYPE	WORK TARGET
Single family dwelling	Residential building	New (or whatever applies)	Single family dwelling
Single family dwelling – addition	Residential building	Addition	Single family dwelling
Deck	Accessory structures	New (or whatever applies)	Deck-residential
Detached garage	Accessory structures	New (or whatever applies)	Garage-residential
Septic	Sewage system	New (or whatever applies)	Single family dwelling

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AGRICULTURAL			
Barn	Agricultural	New (or whatever applies)	Barn
DEMOLITION			
Demolition	Demolition	Demolish	Single family dwelling (or whatever applies)

You will enter the **Summary** page.

Step 9: Check the entered details carefully and confirm the information in your application by clicking **Finish & Create**. If you wish to revise any of the information you have entered so far, you can return to your application by clicking **Back**.

[Dashboard](#)

Create a new application

Project

Location

Application type, Project type & Category

Summary

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

Address

944 MAIN STREET

Roll number

25700.000

Property identifier

266670

APPLICATION TYPE & CATEGORY

BUILDING PERMIT

COMBINED USE

WORK TYPE AND TARGET

ALTERATION

RESIDENTIAL/INDUSTRIAL

CANCEL

BACK

FINISH & CREATE →

Success!

You have now created a draft building permit application on Cloudpermit!

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Note that the application is not yet completed and submitted. It remains under **DRAFT** status in your application workspace. If you wish to return to the dashboard and complete your application later, click on the **Back to dashboard** button.

The screenshot displays the 'Building permit' application workspace. At the top left, a button labeled '← BACK TO DASHBOARD' is circled in red. Below it, the breadcrumb trail reads 'Dashboard / House Renewal Project / Building permit'. The main title is '0 STONEHOUSE LINE, Lucan Biddulph'. Below the title, it states 'Residential building: 200 - Farm property without any buildings/structures'. There are links for 'Show messages' and 'Email notifications' (set to YES). A map shows the location 'Lucan Biddulph'. To the right, the 'Roll number' is '3958000040061000000' and the 'Legal description' is 'CON NB S PT LOT 19'. The 'Permit number' is '-'. Below the map, the 'APPLICATION' section is circled in red, showing 'CURRENT STEP: DRAFT 1/7' and 'NEXT STEP: SUBMITTED'. The 'Building permit' title is followed by a 'MORE ACTIONS' dropdown and a 'SIGN OFF APPLICATION' button. At the bottom, the 'REQUIRED TASKS' section shows four items: 'Parties' (checked), 'Application' (with a red warning icon), 'Attachments' (checked), and 'Fees & Payments' (unchecked). Two instructions are listed: '① Make sure you have filled in all required form fields.' and '① Application needs to be signed off before submission.'

If you want to complete the application data, sign off and submit your application right away, see instructions for [completing the required data](#) and [signing off and submitting an application](#).