

# Getting Started with Cloudpermit

The Town of Midland is pleased to offer Cloudpermit to residents, builders, and the business community – an online system to apply for and track your building permits.

The Cloudpermit building permit system allows you to apply for and see the status of your application anywhere, at any time. You can start an application and finish it later and receive email updates on the status of your permit application.

## Create an Account:

To get started with Cloudpermit, you will need to Create an Account.

**\*Please note you will need an email address to use the Cloudpermit system. \***

- Visit Cloudpermit at <https://ca.cloudpermit.com/login>
- Click on **Create a New Account**
- Provide your email address
- Cloudpermit will send an email to the address you have provided.
- Open the email and complete the registration process. The next time you visit the site, you will login using your email and password.

## Start a New Application:

- **Login** to Cloudpermit.
- Select **Apply for a Permit** in the upper right-handed corner.
- Create a **New Project** and give it a name. (e.g., 123 Anywhere St– Basement Reno)
- Select **NEXT**
- Provide the **Location** address and change the municipality to MIDLAND.
- Type in your address or roll number, or find the property on the map. Select **NEXT**
- Select **Application Type** and the **Category** appropriate for your project. (Most are self-explanatory - select **Accessory Structures**” for smaller structures like sheds, decks and detached garages. Select **NEXT**
- Review the **Summary** for accuracy. If everything is correct, select **CREATE APPLICATION**

## Draft Permit Application:

- Be sure to select **YES to Receive Email Notifications**  
\*Email is the primary method of communication\*
- Under **General** and **Parties of the Application**, you may add email addresses for other people and/or companies that should have access to the application. You may wish to add your contractor, architect, spouse, etc.
- You must have an **owner, applicant and a designer**. Be sure to include contact information for all parties. For residential properties, the owner can be the designer and/or take responsibility for the drawings.  
**\*Please note that parties can have more than one role\***

You can also opt to type in the information manually, in which case the party will not receive an email indicating they have been added to the application.

### **Under Application Data:**

Indicate what type of work is being proposed, and the type of property. (Residential, Commercial, etc.) Any additional forms that are required will appear. Click on the forms and complete the required information.

**Schedule 1 form must be filled out by the designer.**

### **Under Attachments:**

You may be required to provide attachments such as site plans, architectural drawings, etc.

**Upload** your items by either dragging them into the grey box OR using the **click here** button to select them from your computer.

Once they have uploaded, select the type of attachment, and then select done.

**\*An attachment can have more than one label – for example, all architectural drawings can be listed under one file. \***

If at any time you need to change or update the attachments (prior to submitting your application), you can delete and upload again.

### **Sign Off on the Application:**

You are now ready to **Sign Off** on the application.

Review and answer the questions - and indicate if you agree with the terms.

Then click **sign off application**.

You can download a copy of the sign-off form at the top of the page if you wish.

### **Continue to Payment (Upfront Deposit Bill):**

After the Application has been signed off select **Continue to Payment** and this will generate your deposit bill for your application.

**You must select the **Submit upon Payment** as well as **Submit your Application**  
**The deposit *must* be paid (by cheque, debit or cash) so that we can proceed with reviewing the application.****

You will receive an email to confirm your application has been submitted, and you will receive subsequent emails regarding the status. You will also receive an email advising you when the building permit is ready and how to pay.

# How To Access and Download Your Issued Building Permits

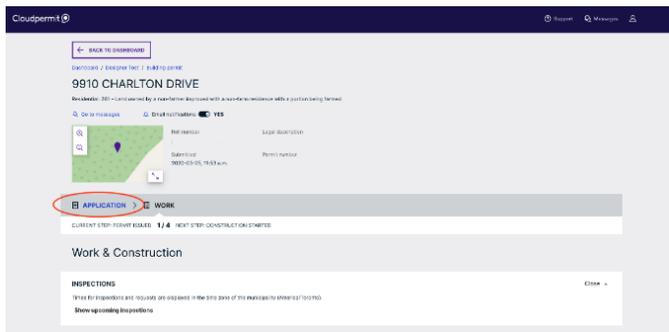
Once a municipality has issued your building permit, it will become available on Cloudpermit. To access a building permit on Cloudpermit, your application must be under **PERMIT ISSUED** status. You will be notified via email once the status changes on your application

## Access Your Issued Building Permits:

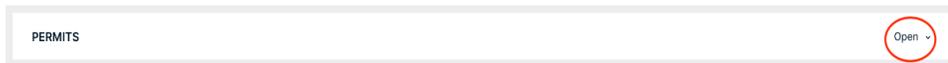
1. Log into Cloudpermit at <https://ca.cloudpermit.com/login>
2. Find the subject application from **My applications**
  - a. Click on the address of the application, which is written in blue text, as can be seen by the image below.



3. Switching to the **Application Workspace**
  - a. Switch to **APPLICATION WORKSPACE** to access your building permit. Click **Application** under the map. It is circled in red on the image below.



4. Scroll down to the **Permits** tile
  - a. The **Permits** tile is located at the bottom of the page.
  - b. Expand the **Permits** tile by clicking the **Open** button near the right side of the tile. The **Open** button is circled in red on the image below.



5. Downloading your permit
  - a. To do so, simply click the **DOWNLOAD PERMIT** button which is circled in red on the image below.
6. Open the permit
  - a. To do so, please go to your downloads folder on your computer and double click on the permit

**PLEASE NOTE:** Another way to access your building permits, is to simply click the link included in the email from Cloudpermit notifying you that your application is now in **Permit issued** status. Once you click on the link, please follow the instructions above starting at step number 3.

## **Pay Permit Fees:**

- Invoices for your permit will be uploaded into Cloudpermit.
- Payment must be made by cheque, debit or cash.  
(If dropping off a payment in the drop box or sending by mail, please note the property address)
- **Credit card payment is not an option.**

## **Request an Inspection:**

Once you have received your permit and the work is underway, you will require building inspectors to visit your site and sign-off on your work at various points in the project. These inspections should be requested through Cloudpermit.

- Login to **Cloudpermit**
- Go to **Project**
- Select the application by clicking on the address
- Select **Work & Construction** and **Inspections**
- Select **Show Upcoming Inspections** and **Request Inspection** under the appropriate inspection
- Under **New Inspection Request**, select the date and time.
- You will see the unconfirmed request listed. Once staff receive the request, you will receive an email confirmation for the inspection.

*Note: If you need to change the date or time, or cancel the request, select **Modify request**.*

INSPECTION REQUESTS MUST BE ENTERED INTO CLOUDPERMIT BY **11AM** IF REQUESTED FOR THE SAME DAY, AND INSPECTIONS ARE *ONLY* CONDUCTED IN THE AFTERNOONS BETWEEN **1PM AND 4PM**.

IF YOU CHOOSE TO PHONE IN TO REQUEST AN INSPECTION, PLEASE ALLOW AN ADDITIONAL 24 HOURS NOTICE FOR THE INSPECTION. 705-526-4275, EXT. 2248.

INSPECTORS ARE NOT ABLE TO CALL PRIOR TO ARRIVAL AND FEES MAY APPLY IF NO ONE IS PRESENT FOR THE BOOKED INSPECTION.

## **Tips Dashboard:**

At any point, you can return to the **My Dashboard** page to see which applications you have made and if we are waiting on any information from you to process your application. You can delete your application at any time by using the **Select Action** drop-down menu at the top of the page.

## **Need Assistance?**

Visit <https://support-Ca.cloudpermit.com/en/support/home>

Contact The Town of Midland Building Department for assistance during business hours at 705-526-4275 Ext 2252