Guide to the CloudPermit Application Process

The Municipality of Northern Bruce Peninsula is excited to offer its residents and builders CloudPermit. CloudPermit is an online system that allows applicants to apply and track building permit applications at any time, and anywhere. Permit applications can be started and completed at a later time, also with the option to receive emails of updates on your permit application. After the approval of your building permit, you can schedule inspections and review inspection results.

Creating a CloudPermit Account

Before getting started with permit submissions, you need to create a CloudPermit account. CloudPermit accounts require an email address to sign into the system.

1. Continue to the [CloudPermit](#) website.
2. Under Customer Login, select "Canada" then, under Register for an Account click "Create Now".
3. Enter your email address.
4. CloudPermit will send an email to the email address provided.
5. Click on the email sent and complete the registration and verification process.

Once registering with CloudPermit you will be able to login using your email and password you have provided.

Starting a New Application

1. Upon logging into your CloudPermit account, click the "Create New Application" button.
2. Start by creating a new project, using the property address or similar as the project title. Click "Next".
3. Enter the location of which the project will occur, select "Ontario" under province and "Northern Bruce Peninsula" under Municipality using the drop-down menus. You can then type in the assessment roll number or the property address. A map is available to use for selecting the property parcel. Once confirming you have the appropriate location, select "Next".

4. Select the "Category" and "Project Type" that best matches your project. If you are unsure of the project category, please contact the municipal office for guidance. i.e., accessory structures for smaller buildings such as detached garages. Select "Next".
5. Once completing steps 1-4, a "Summary" is available for viewing. Confirm that the summary is accurate, you can select "Back" to change any details. If the information is correct, select "Finish and Create".

Drafting a Permit Application

Now your draft building permit application is ready to be edited. Additional information is required before submitting the application.

There are several required tasks to complete. Completed tasks will appear in green, incomplete tasks will appear in red.

By ensuring you click the "receive email notifications", you will be guaranteed to receive updates throughout the permit process.

General

Under "Parties of the Application" email addresses can be added to your application to keep all parties updated. This may include a contractor, spouse, designer, or anyone that should be notified of the applications status.

"Application Data" is the section in which you will indicate the type of structure you will be working on. Additional forms may appear depending on the information that is required for the project/structure type. The additional forms need to be completed before submission.

Attachments

Other documents may be required in order to complete the application. Examples may include items such as site plans, construction drawings, and/or other applicable information to the project.

1. Upload items from your computer by dragging and dropping into the "grey box", or by selecting the "click here" button to select documents from your computer.
2. Once the upload has completed, select the appropriate attachment type and select "done".
3. You must do this for all required attachments.

By selecting the garbage can icon, you can remove attachments if a change is required.

Signing Off on Your Application

Once you have completed the above steps, you are ready to sign off on the application.

Before selecting "sign off application" review the listed items and click if they apply, and agree with the terms.

Submitting an Application

When all required documents have been attached, all the required tasks have been completed, and the application has been signed off you can submit your application. Select "Submit Application". Once an application has been submitted, you will receive emails during the review and completion processes.

Paying for Your Permit

The Municipality currently accepts cash, debit, credit or cheque for building permit payments. Cheques are to be made payable to the Municipality of Northern Bruce Peninsula. Payments may be mailed or dropped off at the municipal office located at;

Municipality of Northern Bruce Peninsula
56 Lindsay Road 5
Lions Head, ON
N0H 1W0

Booking Inspections

Once your application is complete and the Permit is approved, inspections will commence. To book your inspection refer to the steps below:

1. Under your dashboard, select the appropriate application/project;
2. Scroll down to the inspections section of the page, under "Work and Construction" and select 'request inspection' under the applicable type of work to be reviewed by the inspector (i.e., footings);
3. After this, request date and time slot. Please note only available dates and times will be available for selection, and inspections require 48 Hours' notice. Inspections are conducted only on Tuesday, Wednesday, Thursdays.
4. After choosing your preferred time slot, select 'create inspection request'.

Note: if you need to cancel or modify your inspection request, this can be done by selecting "Modify request".

Once requested, the Building Department will receive your request through Cloud Permit and will provide the closest inspection time, in accordance with your requested time slot. The Building Department will then respond through Cloud Permit, which will notify you automatically via email.

CloudPermit Tips and Tricks

The "My Dashboard" page can be returned to at any point to see all permit applications and updates on the status of your application.
By using the "Select Action" drop down menu, an application can be deleted at anytime.

Support

For help with CloudPermit, please visit the [CloudPermit Support Page](#).
For further assistance, please contact the Building Department by calling 519-793-3522 Ext. 226.