Step by Step Guide to Cloudpermit

Getting Started with the Cloudpermit Consent Application System

The Counties is pleased to offer residents, planners, and the development community Cloudpermit - an online system that allows applicants to apply and track severance applications anytime and anywhere. Severance applications can be started, saved, and then completed later, with the option to receive status updates on progress.

To Create an Account

To get started with Cloudpermit, you need to Create an Account. Note you will need an email address to use the system.

1. Go to the Cloudpermit site at https://ca.cloudpermit.com/login

2. Click on "Create a New Account" found under Register for an Account.

3. Provide your email address.

4. Cloudpermit will send an email to the address you have provided.

5. Open the email and complete the registration process.

The next time you visit the site, you'll login using your email and password.

To Start a New Application

1. Login to Cloudpermit.

2. Click the "Create a New Application" button in the upper right-hand corner. Create a New Project and give it a name that is combination of your last name, address and the project type (for example – Smith - County Rd 2 – Application for Consent). The title you enter will be visible to Township staff. Then select **NEXT**

3. Provide the Location where the work will be taking place. Change the municipality (drop-down menu in the upper right-hand corner) to your local municipality. You can then type in your address or roll number, OR you can find your property on the map. Once you have confirmed the location details are correct, select **NEXT**

4. Select the Application Type - **Planning Approval**, Category – **Consent**. and the applicable Proposed Use from the list provided. Then select **NEXT**

5. At this point, you'll see a Summary. Check if the information is accurate. If you need to make changes, use the "Back" button. Select "I am the applicant" or "Create application on behalf of customer", whichever is applicable. If everything is correct, select **FINISH & CREATE**

Draft Consent Application

You will now see your draft Consent application. You will need to provide a bit more information before submitting your application request.

- Ensure the "receive email notifications" is marked as YES. (Email is the primary way in which we will communicate with you throughout the process.)

- REQUIRED TASKS will tell you what has been completed (green) and what is still required (red).

Under "Parties to the Application"

- Under Parties of the Application, you can add email addresses for other people and/or companies that should have access to the application. This may include family members, agents, applicants/purchasers, etc.

- **You must have a party assigned for each required role identified in your application**. Consent Applications require the "Applicant" and "Property Owner" roles to be assigned. Make sure to include contact information for each party. Note a single party can fulfill multiple roles (e.g. property owner, applicant, agent). Once all required roles have been assigned, a green check will appear above "Parties" in the Required Tasks bar.

- When you provide another party's information, you will be asked to give them permission to modify (change) the application and/or add new applications to the project. For example, you may wish to give your agent the ability to add or modify drawings to the application.

- 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"

If you need to change the Scope or Proposed Use, you can do so under **Application Data**.

Click on the **Consent Application – SDG County** form and complete the required information. Once the form is complete, scroll back to the top of the page and click on the application address to return to the Application Workspace. A green check should now appear above Application in the Required Tasks bar.

Under "Attachments"

- You are required to attach an accompanying sketch with your Consent Application. A list of all required information to include on the sketch can be found at the bottom of the Consent Application form. Click on the "Attachments" title to see the required attachments for your project.

- Upload your sketch by dragging it into the grey box OR using the "click here" button to select it from your computer.

- Once the sketch has uploaded, select the attachment type. Ensure that "Sketch" is selected as the attachment type for the sketch to fulfill the attachments requirement. A description may be added, if necessary, and then select done. A green check should now appear above "Attachments" in the Required Tasks bar. (NOTE: One file may have multiple types)

- You may add attachments that are not listed as 'Required Attachments' as well, such as reference plans and technical reports.

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

Sign Off on the Application

At this point, you are ready to Sign Off on the application, using the button at the top right-hand side of the page.

- Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."
- NOTE: If the parties assigned as "Property Owner" and "Applicant" have not accepted the email invite to the application, or if you opted to enter the parties manually and not invite them via email, you will be required to upload an Authorization Letter. Signed copies of page 8 and 9 of the County's PDF Consent Application, which can be found online, are acceptable.
- Note that you can download a copy of the completed sign-off form at the top of the page.
- Once Sign-Off has been completed, select **SUBMIT APPLICATION** at the top right corner of the page.

Submit your Consent Application

You will receive an email to confirm your application has been submitted, and you will receive subsequent emails regarding its status. You will also receive an email advising:

- If changes are required, which can be addressed by revising and uploading new sketches or other attachments that satisfy the comments,
- That your Consent Application is ready for circulation and how to pay.

To Pay for your Consent Application

Invoices for your permit will be uploaded into Cloudpermit. Fees can be easily paid via on-line payment.

If you would prefer, you can also pay by cash, debit, or cheque at the County Administrative Office during business hours.

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 further.

Need Help?

Visit h[ttps://support-ca.cloudpermit.com/en/support/home](https://support-ca.cloudpermit.com/en/support/home) for answers to commonly asked questions.

Contact the County's Planning and Economic Development Department for help during business hours at 613-932-1515 ext. 1216; and/or Email planning@sdgcounties.ca