

Getting Started with the Cloudpermit Building Permit System

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

The Cloudpermit building permit system allows you to apply for and to 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.

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 NOW".
3. Provide your email address and check the box "Yes, I agree to the Terms of service" Click CONTINUE.
4. Cloudpermit will send an email to the email address you have provided.
5. Open the email and complete the registration process.

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

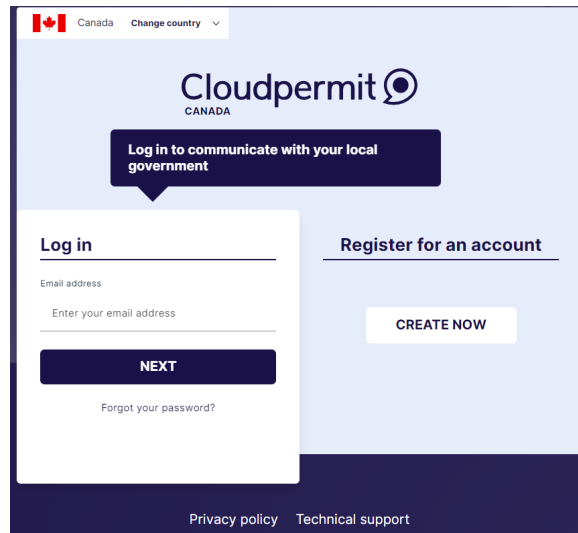
To Start a New Application

Login to Cloudpermit

Click the "Apply for a Permit" button in the upper right-hand corner.

Create a New Project and give it a name. A combination of your address and the project type is a good way to keep track of multiple permits (for example, 123 Lakeshore Drive – Addition). **Then select NEXT.**

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



The screenshot shows the Cloudpermit Canada website interface. At the top left, there is a Canadian flag and the text "Canada" with a "Change country" dropdown menu. The main header features the "Cloudpermit CANADA" logo. A dark blue callout box contains the text "Log in to communicate with your local government". Below this, there are two main sections: "Log in" and "Register for an account". The "Log in" section includes an "Email address" field with the placeholder "Enter your email address", a "NEXT" button, and a "Forgot your password?" link. The "Register for an account" section features a "CREATE NOW" button. At the bottom of the page, there are links for "Privacy policy" and "Technical support".

Select the Application Type and Category appropriate for your project. Most of the categories are self-explanatory but note that you would select "accessory structures" for smaller structures like sheds and detached garages. Then **select NEXT.**

At this point, you'll see a Summary. Check if the information is accurate. If you need to make changes, use the "Back" button. If everything is correct, select **CREATE APPLICATION**

Draft Permit Application

You'll now see your draft Building Permit application. You'll 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.)

Under "General"

Under Parties of the Application, you can add email addresses for other people and/or companies that should have access to the application. You may wish to add your spouse, contractor, architect, etc.

You must have an owner and an applicant. Make sure to include contact information for both. Note the owner and applicant may be the same person.

When you provide another party's information, you'll 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 heating contractor the ability to add a new application for a heating permit.

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 you are doing, and the type of building on which you'll be working. When you do that, any additional forms that you are required to complete will appear. Click on the forms and complete the required information.

Under "Attachments"

You may also be required to provide Attachments like site plans, architectural drawings, etc. Click on the "Attachments" title to see what is required for your project.

Upload your items by 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. ♦ Do this for all of the required attachments.

If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage cans) 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 that you can download a copy of the sign-off form at the top of the page.

Submit your Application

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

To Pay for your Permit

Invoices for your permit will be uploaded into Cloudpermit. Fees can be easily paid through the system by either debit or credit card payment. If you would prefer, you can also pay by debit or cheque at the municipal 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.

Delete - You can delete your application at any time by using the "Select Action" drop-down menu at the top of the page.

Need Help?

Visit <https://support-ca.cloudpermit.com/en/support/home> for answers to commonly asked questions.

Contact the Lytton Building Department for help during business hours by email building@lytton.ca and we will get back to you as soon as possible.