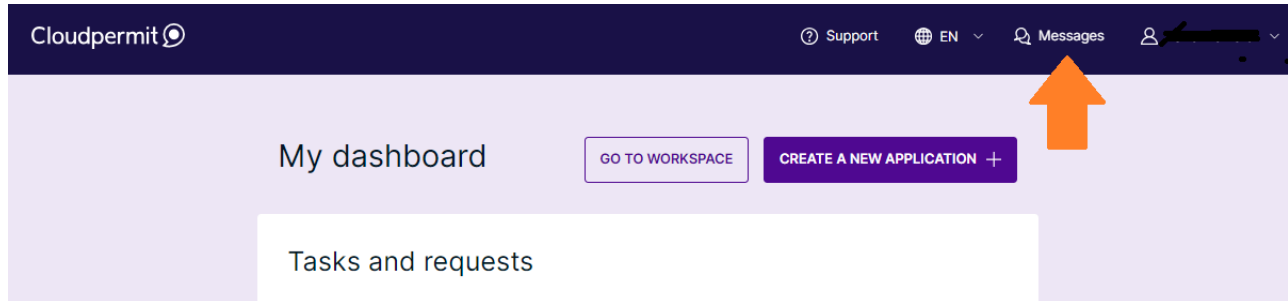




Portable Permit Step by Step

Cloudpermit

1. Log into [Cloudpermit](#)
2. If at any point in the application process you require assistance, locate the message board at the top right corner of the Cloudpermit page. Send a public message asking for assistance and Building Services will support.

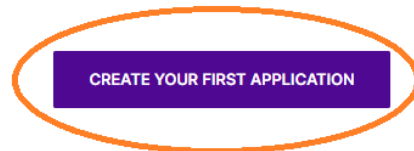


3. If this is your first application, select “Create Your First Application”

Welcome, Jane Doe

What is Cloudpermit?

Cloudpermit is a digital solution for building permits - think of an express lane for municipal building permits and approvals. Designed to resolve the issues of complicated paper permit processes, Cloudpermit brings together government authorities, construction companies, and private citizens in a shared digital workspace. With Cloudpermit, you can manage your building projects efficiently and effortlessly through a single service while avoiding paper drawings and floods of emails. Cloudpermit simplifies the municipal building approval process by digitalizing it and having it all in one digital space. It also enables you to access information 24/7/365 when working remotely or outside office hours.



How do I apply for a new permit?

Creating and submitting applications on Cloudpermit is quick and easy. To do so, you'll need to follow few steps outlined below. Cloudpermit will instruct you how to complete and submit the application. Once submitted, the municipal authority will review it. In the meantime, you should receive email notifications to keep you on track with the application review and processing. Final issued permit will be available for you to download from Cloudpermit.

Ensure your Municipality information is correct and select "Building Permit".

1 Select municipality

Ontario Petawawa

2 Select type of 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

CREATE APPLICATION

Planning Approval

You may be required planning approval if your proposal does not comply with the in-force Zoning By-Law, Official Plan or other planning related document. Additionally, if

4. Select "Commercial" Then under Category select "Signs", Work Type as "New" and Work Target as "Sign"

Select project type

Good to know
Project types relate to the overall scope of your proposal.

Commercial Industrial Institutional Mixed use Residential Other

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

- Change of use
- Combined use
- Commercial building
- Demolition
- Heating
- Plumbing
- Pools
- Sewage system
- Signs**

Work type

- Alteration
- New**
- Replacement

Work target

- Sign**

Good to know
Signs include the installation, alteration/repair or changing the copy of existing signs. Sign types include but are not limited to: Canopy/Awning, Fascia, Ground, Home Occupation/Industry, Incidental, Portable, Projecting etc.,

5. Name your project.

Project selection

All applications are part of a project which can contain multiple applications. Start by creating a new project.

CREATE A NEW PROJECT

Name of the project

Portable Sign

CANCEL

BACK

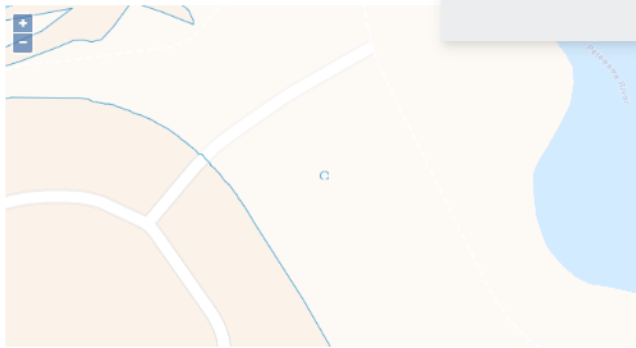
NEXT →

6. Find the Location for the application by typing in the civic address; the roll number should prepopulate. Select this and move forward.

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.

Petawawa, Ontario



1111 Victoria

Existing locations

Addresses

1111 VICTORIA ST (Roll number: 47790790)

Property details

Roll number: 47790790

CANCEL

BACK

NEXT →

7. Ensure the Summary is correct, then select finish and create!

Summary

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

APPLICATION LOCATION

Address Roll number
1111 VICTORIA ST 47790790

APPLICATION TYPE & CATEGORY

BUILDING PERMIT

SIGNS

WORK TYPE AND TARGET

NEW

SIGN

APPROVAL AUTHORITY

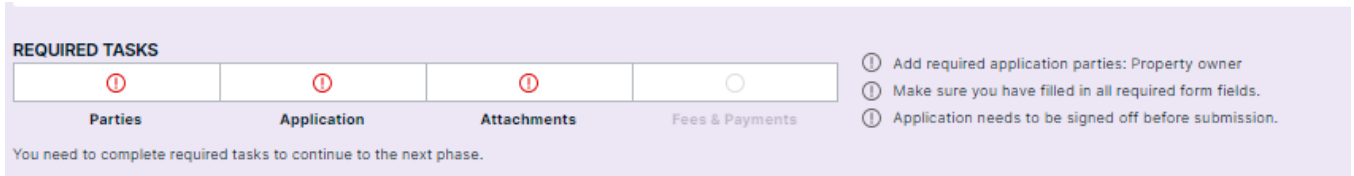
PETAWAWA, BUILDING DEPARTMENT

CANCEL

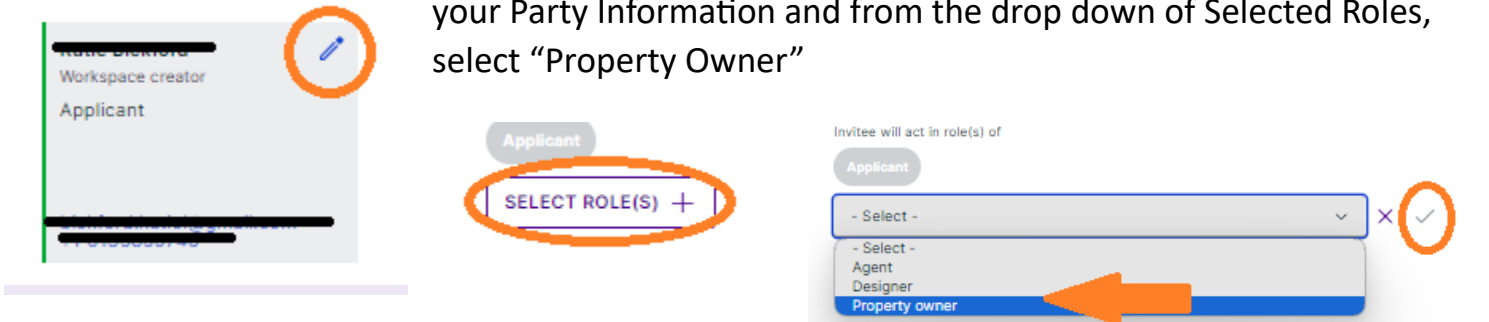
BACK

FINISH & CREATE →

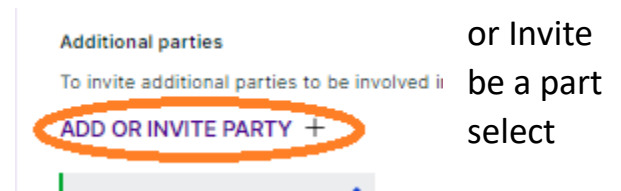
8. Within the application, you need to ensure all “Required Tasks” have a green check, or you will not be able to submit.



9. First add all related/required parties to the application. You will always be required to have a property owner in any application, but they do not need to be a part of the application. If **you are the property owner**, select the pencil in the right-hand corner of your Party Information and from the drop down of Selected Roles, select “Property Owner”



If you are **not the property owner**, simply “Add Party”. If you would like the Property Owner to be a part of the application, input their email address their role as “Property Owner” and send invite. If you would like to not have them a part of the application, simply input their details manually.



Add party

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address
mail@example.com

Input details manually and add the party immediately

Invitee will act in role(s) of
SELECT ROLE(S) +

Option 1: Add to application
Option 2: Add them manually

CANCEL X **SEND INVITE** 👤

10. Next, you will need to complete the application data. First select "Application for A Permit..." Everything with a red asterisk will need to be completed.

PROJECT INFORMATION Close ^

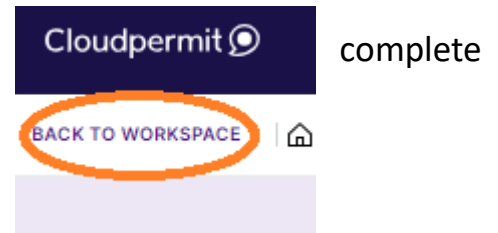
Unit number Lot / con. Postal code

Plan number / other description

Estimated cost of construction * CAD

Area of work * m²

Select "back to workspace" at the top left-hand corner once to bring you back to the main application. It will automatically save.



11. Select Sign Application Form next. Ensure anything with a red asterisk is completed. You will need to provide the length and width of the sign. Select Back to workspace once complete.

Sign Application Form (2023)

All required fields are marked with *

GENERAL SIGN INFORMATION Close ^

Number of Signs: * ^

Corner Lot: * Yes No ^

Sign will project over the public road allowance: * Yes No ^

SIGN 1 Close ^

Sign Type: ^

means a sign that is not permanently embedded in the ground, is affixed to a building or any structure and is designed to be capable of being readily moved from one location to another.

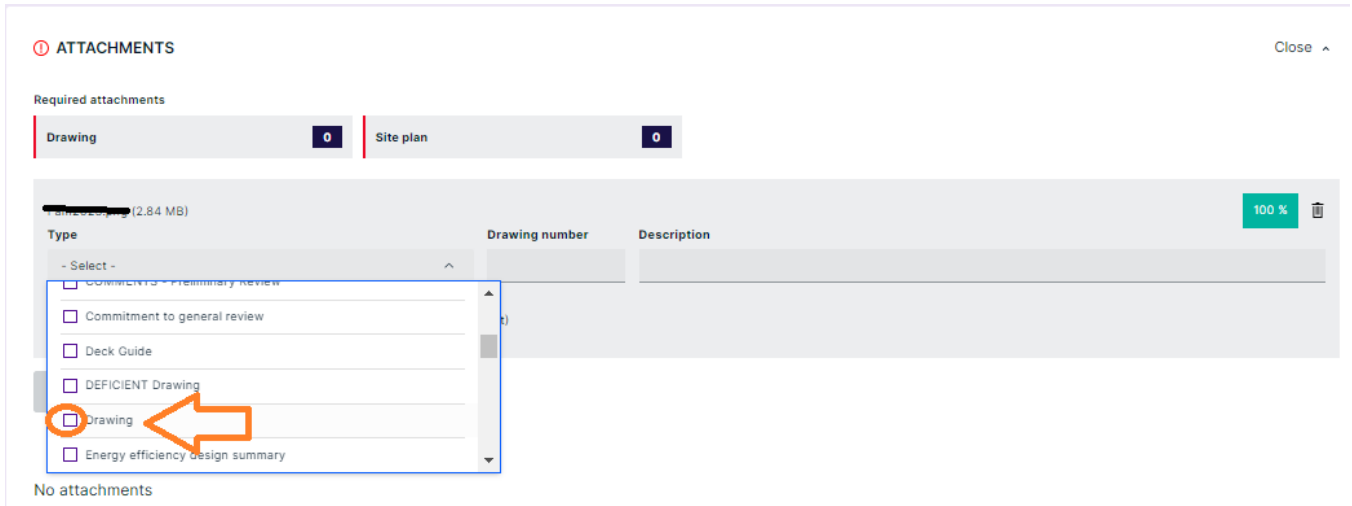
Temporary / Permanent Temporary Permanent ^

Length: ^

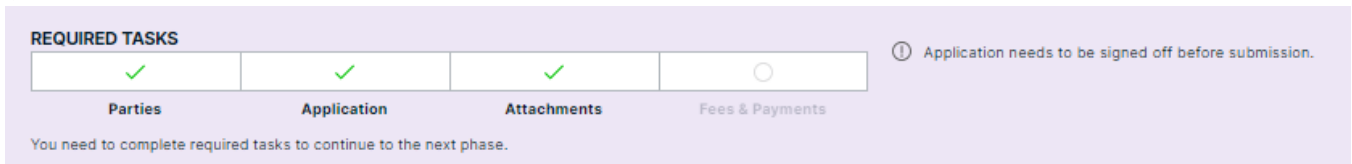
Width: ^

Max height above grade:

12. The final task is the attachments section. Here you will need to upload a site plan, and a drawing (image of the sign messaging). Once the file is uploaded, from the drop-down menu select what attachment it is.



13. Once all necessary attachments have been uploaded, you will see all required tasks have green arrows.



14. You will now be able to select "Sign Off Application" at the top right corner.



15. Scroll down to the portion of Completeness and Compliance with Applicable Law portion, and ensure the questions are answered as "Yes". After completing, scroll down.

COMPLETENESS AND COMPLIANCE WITH APPLICABLE LAW

This application meets all the requirements of clauses 1.3.1.3.(5)(a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). *

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulations made under clause 7.1(c) of the Building Code Act, 1992, to be paid when the application is made. *

This application is accompanied by the plans and specification prescribed by the applicable by-law, resolution or regulation made under clause 7.1(b) of the Building Code Act, 1992. *

This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7.1(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. *

The proposed building, construction or demolition will not contravene any applicable law. *

Yes	▼
Yes	▼
Yes	▼
Yes	▼
Yes	▼

16. Select "Sign Off" This will then allow you to select "Submit Application" below.

DECLARATION OF APPLICANT


Close ^

APPLICANT

I [REDACTED] do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.


SIGN OFF 

Personal information contained in this form and schedules is collected under the authority of subsection 8.(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

 Signed by [REDACTED] 2024-01-29, 10:38 a.m. [Remove](#)

DOWNLOAD SIGNED FORM 

Personal information contained in this form and schedules is collected under the authority of subsection 8.(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

SUBMIT APPLICATION 

Your application is now submitted to Building Services!