



Corporation of the  
Municipality of West Grey

402813 Grey Road 4  
RR2 Durham, ON N0G 1R0  
519-369-2200

## Guide to the Cloudpermit Application Process

West Grey is pleased to offer residents, builders, and the business community Cloudpermit, an online system to apply for and track your building permits, anywhere, at any time. You can start an application and finish it later. You will also receive email updates on the status of your permit application. After your application has been approved you can request inspections and you can view the status of the inspection after it is complete.

### **To create an account**

To get started with Cloudpermit, you need to create an account. You will require an email address in order to use the system.

1. Go to the [Cloudpermit](#) website
2. Click on "Register" found beside the login tab
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 will 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.
3. Create a New Project, and give it a name. We suggest using the address of the property where the construction will take place. Select "NEXT".
4. Provide the location where the work will be taking place. Select the municipality using the drop-down menu in the upper right-hand corner. You can then type in your address or roll number, or select your property by searching on the map. Once you have the correct location, Select "NEXT".
5. Select the "Project 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, select "NEXT".
6. 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 "FINISH AND CREATE".

## Draft permit application

You'll now see your draft Building Permit application. You'll need to provide more information before submitting your application request.

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

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

**PARTIES:** you can add or invite 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 building contractor the ability to add or modify drawings to the application.

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

**APPLICATION DATA:** indicate what type of work you are doing, and the type of building. When you do that, any additional forms that you are required to complete will appear. Click on the forms and complete the required information.

**ATTACHMENTS:** you can provide attachments to the application, such as site plans, drawings, reports, etc. All projects require a minimum of a "site plan" and "drawing" to be attached.

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 you can include a description if necessary. (Note: one file can have multiple types)

Do this for all of the required attachments.

For demolition permit applications that would not require a drawing just use the site plan and select it as the "site plan" and "drawing".

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 APPLICATION:** click 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](#)" at the bottom left-hand side of the page.

Note that you can download a copy of the sign-off form at the bottom of the page.

## **Submit application**

When all required tasks are complete and the application has been signed off you can click on "SUBMIT APPLICATION" at the top-right hand side of the page. 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**

Currently, you need to come into the municipal office to pay for your building permit. Note that we do not accept credit card payments.

## **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?**

Send us a message through the Cloudpermit message feature associated to your application.

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

For further assistance, contact the building department in your municipality for help during business hours.

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**bbecker@westgrey.com**