

GETTING STARTED WITH THE CLOUDPERMIT BUILDING PERMIT SYSTEM

The Red River Planning District is pleased to offer residents, builders, and the business community Cloudpermit. Cloudpermit is an online e-permitting system to enable application, review, approval and inspections of all your building permits.

The Cloudpermit e-permitting system allows you to make application and monitor the status of your application anywhere, at any time. You can start an application and complete the entire process online within this platform.

Cloudpermit has automatic emails which send out notifications. These emails will include information on the following:

- Invitation to the workspace;
- Progression of your application;
- Changes required;
- Payments outstanding;
- Permit application ready to be issued;
- Confirmation and outcome on inspections; and
- File closure

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 the **“continue”** arrow.
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.

Note this email is only valid for 24 hours.

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 **“Apply for a Permit”** button in the upper right-hand corner.
3. **Create a New Project**, and give it a name. Some combination of your address and the project type might be a good way to keep track if you'll be applying for multiple permits (for example - 123 Park Avenue - Basement Development). Then select **NEXT**
4. Provide the **Location** where the work will be taking place. Ensure to change to the applicable municipality (drop-down menu). You can then type in your address, street 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**
5. 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**
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 **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.

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"

1. **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 plumbing contractor the ability to add a new application for a plumbing permit.

You can also opt to type in the information manually, in which case the party will still receive an email indicating they have been added to the application, however they are added automatically and will not need to enter in their information.

2. **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, building plans, status of title, 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 **DECLARATION** and if you agree with the terms. Then click **“sign off application.”**

If you are **not** the property owner you have two options, download the sign off form for the owner to sign, or upload a signed authorization.

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 via on-line banking. If you would prefer, you can also pay by cash, debit or cheque at the Red River Planning District office during regular business hours.

NO credit cards will be accepted in office.

Please make all cheques payable to:

Red River Planning District
2978 Birds Hill Road
East St. Paul, MB R2E 1J5

HOW TO DOWNLOAD YOUR PERMIT

Once payment has been received your permit is automatically issued and ready to be downloaded. It is the responsibility of the applicant/owner to download and print the approved permit and required documents.

At the bottom of the page under the **“Permit”** Section you will be able to download your PDF permit package which will include the following information:

- Permit Cover Page with Table of Contents
- Approved Building Permit *including conditions and instructions*
- Inspections Schedule *including conditions and instructions*
- Plan Review Letter (if applicable)
- Approved Documents *(site plan, building plans, etc...)*
- Copy of additional approvals
- Copy of application information

TO REQUEST AN INSPECTION

Once you have received your permit and the work is underway, you will require Development Officers to attend your site and perform required inspections on your work at various points in the project. You can request these inspections through Cloudpermit.

To book an inspection, login to **Cloudpermit** and view your “workspace” “within your dashboard requiring an inspection. Then select the application by clicking on the “**OPEN WORKSPACE**”.

A new section will pop-up with the details of your project’s location. At the top of that page you’ll see the heading “**Work & Construction**” and a box entitled “**Inspections.**” All required inspections are laid out within this section. Click on “**Request Inspection**” for the specific inspection you are scheduling.

Under the “**New inspection request**” that pops-up, select the date and time slot you would like to request.

INSPECTION REQUESTS MUST BE MADE 24 HOURS IN ADVANCE

You’ll see the unconfirmed request listed.

Once staff receive the request, you will receive an email confirmation for the inspection.

Note: If you need to change the date or time, or cancel the request, select “Modify request.”

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.