



A Guide to Cloudpermit

City of Kenora, Planning and Building
Services Department



A Guide to Cloudpermit Software

The Application Process

The City of Kenora is pleased to offer an online system to apply for and track building permits. The Cloudpermit system allows you to see the status of your applications anywhere, at any time. You will receive email notifications whenever the application is updated. After the application is approved, you can request inspections and view the status of the inspection after it is complete.

To Create an Account:

To get started with Cloudpermit, you will create an account. An email address is required to use the system.

- Go to the Cloudpermit website <http://ca.cloudpermit.com>.
- Click on “Register” found beside the login tab.
- Provide your email address.
- Cloudpermit will send an email to the address you have provided.
- 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. Change the municipality to Kenora using the drop-down menu in the upper right-hand corner. You can then type in your 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”. Verify 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 will now see your draft Building Permit application. You will need to provide 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).

PARTIES, you can invite other people to the application such as your contractor, Architect and Engineer. Please include the email address(s) of the parties you would like to contribute to the application.

You must have an owner and an applicant. Make sure to include contact information for both. Note that 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 the architect the ability to add or modify drawings on 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.

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.

ATTACHMENTS, you can provide attachments to the application. 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).

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 APPLICATION, click 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**" at the bottom left-hand side of the page.

Note: 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:

Once the review is complete, we will contact you via email to arrange for payment of the permit. Most permits can be paid for by credit card over-the-phone or in person at City Hall, 1 Main Street South, Kenora. 807-467-2000.

Tips:

Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if the Building Department is waiting on any information from you to process the application further.

Delete - You can delete the 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.