



Create an Account

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Note - you will need an email address to use the system.

To get started with Cloudpermit, you need to create an account.

1. Go to the Cloudpermit site at <https://ca.cloudpermit.com/login>
2. Click on "CREATE NOW" found under the heading: Register for an account.
3. Enter your email address. Check "Yes" to the Terms & Service
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'll login using your email and password.

Start a New Application

Starting a new application in Cloudpermit

1. Login to Cloudpermit.
2. Click the "Create A New Application" button in the upper right-hand corner of your dashboard.
3. Select "Create a New Project" and give it a name. Try to include the address and type of permit in your description. Example: 123 Main St N – New SFD, select NEXT
4. Provide the Location where the work will be taking place. Select 'Township of Wellington North' in the top right-hand corner. 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.
5. Select the Application Type and Category appropriate for your project. a. Accessory Structures for sheds, detached garages, gazebos etc. b. Residential for a single-family dwelling c. Miscellaneous for tents, solar panels, retaining walls etc. 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 FINISH & CREATE



Draft Permit Application

Completing your draft Building Permit Application in Cloudpermit

You'll now see your draft building permit application. You will need to provide more information before you can submit your application request to the system and Town.

1. Ensure the "receive email notifications" is marked as YES. (Email is the primary way in which we will communicate with you throughout the process.)
2. Under Application – Current Step: Draft 1/7
 - a. **'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.
 - i. You must have a property owner and an applicant. Make sure to include contact information for both. The owner and applicant may be the same person.
 - ii. 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 will want to give your designer permission to make changes so they can complete the Schedule 1 form.
 - b. **'Application Data'** is where you 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. When complete scroll back to the top and click "Return to Application"
 - c. **'Attachments'** is where you will find the list of attachments that are required to complete your application. These will be attachments such as site plans, architectural drawings, etc. 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. Repeat this step as many times as necessary to fill all 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. Click 'DONE' when you are finished.
 - d. At this point, you are ready to **Sign Off on the application**, you should have three green checkmarks under the required tasks. The 'Sign Off Application' button is at the top right-hand side of the page.
 - e. On the Sign Off page, review the items listed and indicate if they apply and/or you agree with the terms. Then click "Sign Off Application." This will digitally sign the application.
 - f. You can download a copy of the sign-off form at the top right of the page. When you are done click "Return to Application".



g. **Submit your application** – bottom right side of the screen. You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status.

3. Once staff have completed their initial review of the submitted documents, there are two options:

a. Your permit application will be placed back in '**DRAFT**' status on your dashboard, and staff would indicate any issues with submitted documents, OR

b. You will receive an email advising you of your '**invoice**' and your payment options. Please respond to this email so that staff can make arrangements to accept your payment. After this step is complete, your permit application will move onto the next step of the review process.

Permit Payment

Pay for your building permit

The invoice/bill for your permit will appear in Cloudpermit once staff have successfully reviewed and confirmed all information. When you receive the email there will be instructions on how to pay for your permit multiple ways.

Options for payment include:

1. In person by cash, debit, or cheque at the municipal office
2. Mailed or dropped off by cheque through the drop slot in the front door of the municipal office.
3. E-Transfer to accounting@wellington-north.com

For all payments, please reference your Building Permit Number (ex. WN-2024-0000). Once payment has been fully processed, we will issue and update your permit through Cloudpermit.

Note: Please do not send any payments until you receive a CONFIRMED invoice through Cloudpermit by email or staff have advised you an invoice is ready.

Inspections

Requesting a building inspection

If you have an issued building permit through Cloudpermit, please login to Cloudpermit to make the inspection request.

If you have an older permit (pre-2024) please continue to email building@wellington-north.com or call 519-848-3620 ext. 5 to make the inspection request.



NOTE: Inspections are conducted Monday through Friday from 8:30-4:30pm except Statutory Holidays and Office Closures. Staff will do their best to accommodate specific time/day requests. Please leave pertinent information in the notes section of your request.

Instructions for requesting an inspection in Cloudpermit:

1. Login to Cloudpermit and open the workspace for the permit that you are requesting an inspection for. It will take you to the WORK/CONSTRUCTION tab.
2. Under Inspections at the bottom of the page, click 'Show Upcoming Inspections' or click 'Request Inspection' on desired one
3. A pop-up window will come up titled New Inspection Request. Inspection requests must be made by 3pm the previous business day.
4. Complete 'Requested date' and 'Requested time slot' and add additional information if required. This is a good space to tell the inspector where the drawings will be, who they are meeting on site if you would like a SPECIFIC time, or if there is a locked gate etc. Click 'Create Inspection Request'.
5. You will see the unconfirmed request listed. When staff have reviewed the request, you will receive an email confirmation for the inspection. Please note – If you need to change the date or time, or cancel your request, select 'Modify Request.'