

## **STEPS TO FILE A BUILDING PERMIT APPLICATION AT CLOUD PERMIT**

- Sign into Cloud Permit with your email and password (or create a new account).
- At “My Dashboard” hit the button in top right that says, “Create a New Application”.
- This will bring you to a page where you will “Select Type of Application”. Click on “Building Permit” and then click on “Create Application” button.
- Select Category of work to be done, then work type, and then work target. Then click “I am the applicant” at the bottom of the page and then hit “Next”.
- On this page you will hit the “Create a New Project” button. You will then name the project and then hit “Next” button.
- You will come to the “Location for the Application” where you will type in the address in the box above the map. Once the address comes up and you click on it, you can hit “Next” to move on to the next page.
- On the next page you will hit the “Finish and Create” button at the bottom right.
- On this page you will click on each “Role” (Parties to Application) and either fill in the information manually or invite the person who fills a role by their email address (ie. Architect, property owner). If you don’t have an architect or engineer, you can assign that role to yourself. (If an owner or professional doesn’t want to be a part of the application, you can just enter their information manually.)

- Then you click on the box below the Roles that says “Building Permit Application”. You will fill in that information (**Square footage is required, but you can always put in “0” if it isn’t applicable to your job and estimated cost is always required no matter what**) and then hit the button in the top left that says “Back to Workspace”. It will always say the application is in Draft. That is normal.
- Then you will add the required documents by hitting the blue “click here” button just below the names of the documents that are required. If there is a document required that doesn’t pertain to your job, just upload a blank piece of paper or one of the other documents (I also accept dog or cat photos) or else you won’t be able to move on. You can always add other documents not required by hitting the “click here” button as well.
- Once all the required roles and documents are fulfilled then you hit “Submit Application” in the top right. **(It may say “Sign off Application” instead of “Submit Application” and you will click on that and sign off and then go back to workspace and it will show “Submit Application”).** Then you click that button to submit it and I will get notified the application came in.

**FYI: If you invite people to the application, you won’t be able to submit the application until they accept the invite.**