



Welcome to

**Cloudpermit** 

Your Online portal to  
apply for Building Permits  
in Arran-Elderslie

The following is a Step-by-Step  
illustrated guide to apply for a building permit

**Troubleshooting:**

If you need further assistance,  
jump to the last page for instructions  
on how to add a person to help with the process

Dashboard

# Create new application

Project

Location

Application type & category

Summary

## Project selection

All applications are part of a project, which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT

**CREATE NEW PROJECT**

Name of the project

Step #2- Give your Project a Name

Step #1- Click "Create New Project"

Step #3- Click "Next"

CANCEL

**BACK**

NEXT



# Create new application

- Project
- Location
- Application type & category
- Summary

Step #4- Choose your Municipality

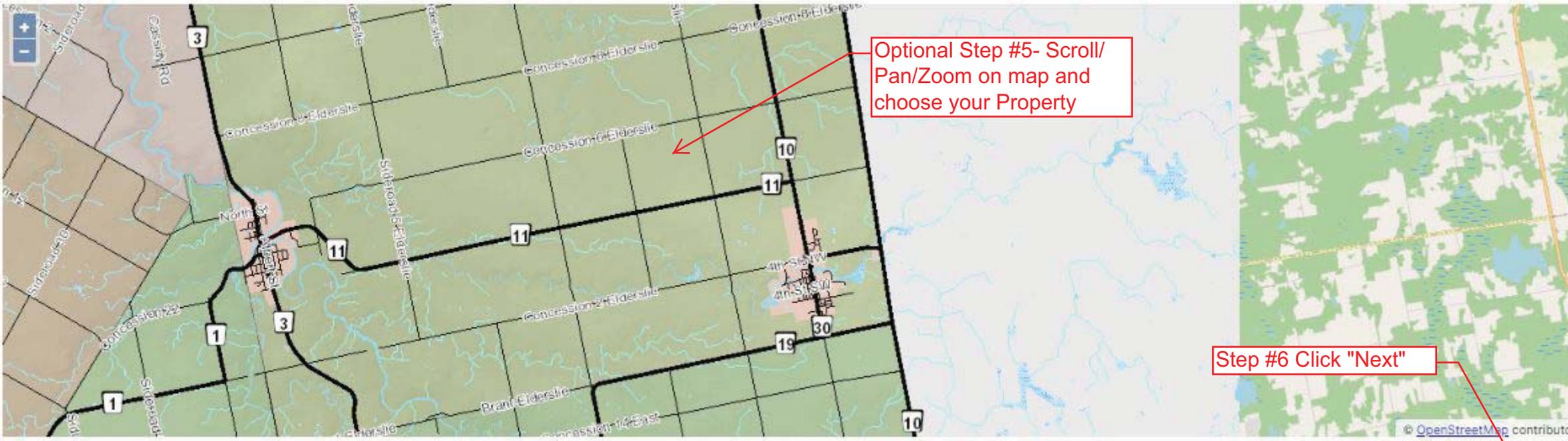
Municipality **Arran-Elderslie, Ontario**

## Location for the application

Select location by either pointing on the map or search with an address

Step #5 Type your address or Roll# Here- The property should drop down in list

🔍 Type an address or roll number



Step #6 Click "Next"

CANCEL BACK NEXT

Dashboard

# Create new application

- Project
- Location
- Application type & category**
- Summary

## Application type

Select the type of application for the permit.

Building permit

## Category

Select correct category for the application.

- Accessory Structures
- Agricultural
- Combined Use
- Commercial
- Demolition
- Heating
- Industrial
- Institutional
- Miscellaneous
- Plumbing
- Pools
- Residential
- Sewage System

Step #7- Choose the type of work that is proposed

Step #8 Click "Next"

- CANCEL
- BACK
- NEXT** →

Dashboard

# Create new application

- Project
- Location
- Application type & category
- Summary**

## Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

### APPLICATION LOCATION

Address	Roll number	Property identifier	Zoning	Property code
1925 Bruce Road 10	4103380003036010000	28734	I	540

### APPLICATION TYPE & CATEGORY

- BUILDING PERMIT
- AGRICULTURAL**

Verify your Information!

Step #9 Click "Finish & Create"

- CANCEL
- BACK
- FINISH & CREATE** →

# 1925 Bruce Road 10, Arran-Elderslie USER INPUT

Agricultural: 540 - Other industrial (all other types not specifically defined)

[Go to messages](#)   [Email notifications](#)  YES



Roll number: 4103380003036010000   Legal description: CON 4 PT LOT 30   Zoning: I  
Permit number: -

## APPLICATION > WORK

CURRENT STEP: DRAFT **1/7** NEXT STEP: DEPOSIT PAYMENT

### Building permit

[DELETE APPLICATION](#) [SUBMIT APPLICATION](#) →

#### REQUIRED TASKS

<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parties	<b>Application</b>	Attachments	Fees & Payments

You need to complete required tasks to continue to the next phase.

ⓘ First select work type and target to proceed.

Red "!" indicates next steps and/or items required

Instructions and items required are listed here

#### PARTIES OF THE APPLICATION

[ADD OR INVITE PARTY](#) [Close](#)

Municipality of Arran-Elderslie (P J)  
2020-06-01  
Applicant:  
  
permit@arran-elderslie.ca  
+1 519 270 6893

#### APPLICATION DATA

Work type:

Step #10 Choose the "Type" of work- New, Addition, Repair, etc.

Work target:   
- Select -  
Barn  
Greenhouse  
Other (Agricultural)

Step #11 Choose the "Description" of work- House, Barn, Retail, Deck, etc.

#### ATTACHMENTS

Drag and drop files here or [click here](#) to select files from your computer.

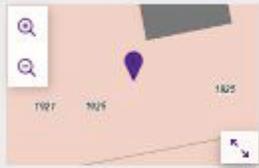
You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

No attachments

# 1925 Bruce Road 10, Arran-Elderslie USER INPUT

Agricultural: 540 - Other industrial (all other types not specifically defined)

Go to messages    Email notifications  YES



Roll number 4103380003036010000	Legal description CON 4 PT LOT 30	Zoning I
Permit number -		

APPLICATION > WORK

CURRENT STEP: DRAFT 1/7 NEXT STEP: DEPOSIT PAYMENT

## Building permit

DELETE APPLICATION    SIGN OFF APPLICATION

### REQUIRED TASKS



You need to complete required tasks to continue to the next phase.

- ① Required party roles missing: Property Owner
- ① Make sure you have filled in all required form fields.
- ① Application needs to be Signed Off by the Applicant before submission.

Also new required steps

### PARTIES OF THE APPLICATION

ADD OR INVITE PARTY    Close

Municipality of Arran-Elderslie (P J)  
 2020-08-01  
 Applicant  
 permit@arran-elderslie.ca  
 +1 519 270 6893

Step #12- If you are also the Owner Click the Pencil, if not add an owner here

Step #13- If you are simply the applicant, add Owner here. If you wish others to be involved in project details, you can also add Designers, Engineers, Consultants, etc.

### APPLICATION DATA

Close

Work type:

Work target:

Waiting for customer

Application for a Permit to Construct or Demolish Draft

MISSING MANDATORY FIELDS

### ATTACHMENTS

Close

You need to add the following attachments:

Architectural drawing    Site plan

Drag and drop files here or  
[click here to select files from your computer.](#)

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

No attachments

# Edit

Note that red Asterisks is required information

REMOVE FROM THIS APPLICATION 

CLOSE 

First name *	Last name *	Street address *	Unit number
P	J	1925 Bruce Rd 10	suite, etc
Postal code *	Municipality *	Province *	Corporation or partnership
N0G 1L0	Chesley	ON	Municipality of Arran-Elc
Mobile phone *	Other phone	Email address	
 +1 1234567890	 +1 123-456-7890	permit@arran-elderslie.ca	

Step #15- When finished click "Close"

Invitee will act in role(s) of

Give additional permissions to

- Modify application
- Add new applications

APPLICANT 

Note that you are only the Applicant so far

Select role(s) \*

- Select - 

Step #14- If you are also the Owner, check Owner here

**Note:**  
There MUST be an "Applicant" & a "Property Owner" in order to Submit, this *can* be the same individual.

# Invite

All invited parties will have permission to access and read this application. Invitee will see name of the invitor and address of the property.

CANCEL × SEND INVITE 

[I do not want to invite, I will put all fields manually.](#)

I would like to invite \*

mail@example.com

Optionally the Applicant can choose to apply on behalf of the Owner- if so click here

Additional permissions to  
Apply application  
new applications

Invitee will act in role(s) of

Select role(s) \*

- Select - 

Personal message to invitee

# Add

CANCEL X ADD 

All invited parties will have permission to access and read this application. Invitee will see name of the invitor and address of the property.

Fill in Property Owner Information

I want to invite  instead of manually adding information.

First name *	Last name *	Street address *	Unit number
John	Doe	123 Main street	Apartment, suite, etc
Postal code *	Municipality *	Province *	Corporation or partnership
A1A 1A1	E.g. Windsor	E.g. Ontario	Your Company
Mobile phone *	Other phone	Email address	
 +1 123-456-7890	 +1 123-456-7890	mail@example.com	

Invitee will act in role(s) of

PROPERTY OWNER X

Select role(s) \*

- Select - 

Tag "Property Owner"

# 1925 Bruce Road 10, Arran-Elderslie USER INPUT

Agricultural: 540 - Other industrial (all other types not specifically defined)

Go to messages    Email notifications  YES



Roll number 4103380003038010000	Legal description CON 4 FT LOT 3D	Zoning I
Permit number -		

## APPLICATION > WORK

CURRENT STEP: DRAFT 1/7    NEXT STEP: DEPOSIT PAYMENT

### Building permit

Note: Parties is now Complete

DELETE APPLICATION    SIGN OFF APPLICATION

#### REQUIRED TASKS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parties	Application	Attachments	Fees & Payments

- 1 Make sure you have filled in all required form fields.
- 1 Application needs to be Signed Off by the Applicant before submission.

You need to complete required tasks to continue to the next phase.

#### PARTIES OF THE APPLICATION

ADD OR INVITE PARTY    Close

Municipality of Arran-Elderslie (P.J.)

2020-08-01

Applicant  
Property Owner

permit@arran-elderslie.ca  
+1 519 270 6893

#### APPLICATION DATA

Close

Work type <input type="text" value="New"/>	Work target <input type="text" value="Barr"/>
---	--

Waiting for customer

Step #16- Finish Application Information. Click here

Application for a Permit to Construct or Demolish

Draft

MISSING MANDATORY FIELDS

#### ATTACHMENTS

Close

You need to add the following attachments:

Architectural drawing    Site plan

Drag and drop files here or  
click here to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, Image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

No attachments

← RETURN TO APPLICATION

Step #21- Click Return to Application

# Application for a Permit to Construct or Demolish

All required fields are marked with \*

All values are in **Metric** Imperial

## PROJECT INFORMATION

Close ^

Unit number: 1925  
Lot / con.: Lot / con.  
Postal code: NOG 1L0

Plan number / other description: 123

Estimated cost of construction \*: 10000 CAD  
Area of work \*: 100 m<sup>2</sup>

Note that red Asterisks is required information

Step #17- Fill in estimated project cost

Step #18- Fill in estimated size of project

## PURPOSE OF APPLICATION

Close ^

Proposed use of building \*: Implement Storage  
Current use of building: N/A

Step #19 Project use

Description of proposed work \*: 40' x 60' Pole Frame Implement Storage

Step #20- Fill in brief project description

# 1925 Bruce Road 10, Arran-Elderslie USER INPUT

Agricultural: 540 - Other industrial (all other types not specifically defined)

Go to messages Email notifications  YES



Roll number	Legal description	Zoning
4103380003036010000	CON 4 PT LOT 30	I
Permit number		
-		

## APPLICATION > WORK

CURRENT STEP: DRAFT **1/7** NEXT STEP: DEPOSIT PAYMENT

### Building permit

DELETE APPLICATION SIGN OFF APPLICATION

#### REQUIRED TASKS

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parties	Application	Attachments	Fees & Payments

ⓘ Application needs to be Signed Off by the Applicant before submission.

You need to complete required tasks to continue to the next phase.

Note that Application information is complete

#### PARTIES OF THE APPLICATION

ADD OR INVITE PARTY Close

Municipality of Arran-Elderslie (P J) ✎

ⓧ 2020-06-01

Applicant  
Property Owner

permit@arran-elderslie.ca  
+1 519 270 6893

#### APPLICATION DATA

Close

Work type	Work target
Now <span style="float: right;">▼</span>	Bam <span style="float: right;">▼</span>

Waiting for customer

Application for a Permit to Construct or Demolish Draft

2020-06-01, 2:33 p.m. by P J

#### ATTACHMENTS

Close

You need to add the following attachments:

Architectural drawing Site plan

Step #21- Drag and Drop digital drawings here. Certain files are mandatory, such as "Drawings" and "Site Plan"

Drag and drop files here or [click here to select files from your computer.](#)

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

No attachments

## APPLICATION DATA

Close ^

Work type

New

Work target

Barn

Waiting for customer

Application for a Permit to Construct or Demolish

Draft

2020-06-01, 2:33 p.m. by P J

## ATTACHMENTS

Close ^

You need to add the following attachments:

Architectural drawing

Site plan

Filename	Type *	Drawing number	Description	Progress
Blank_Attachment.pdf (26.5 KB)	<div data-bbox="617 934 1499 1317"><p>3 x Architectural drawing, Drawing, Site plan</p><ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Architectural drawing</li><li><input type="checkbox"/> Civil drawing / Lot grading plan</li><li><input type="checkbox"/> Commitment to general review</li><li><input checked="" type="checkbox"/> Drawing</li><li><input type="checkbox"/> Drawing combination</li></ul><p>Close menu</p></div>		Drawings	100 %

DONE ✓

CANCEL ✕

No attachments

Click "Done"

Step #22- If drawings are all in a single file, tag multiple "Types" where required

← BACK TO DASHBOARD

Dashboard / test2 / Building permit

# 1925 Bruce Road 10, Arran-Elderslie USER INPUT

Agricultural: 540 - Other industrial (all other types not specifically defined)

Go to messages

Email notifications  YES



Roll number  
4103380003036010000

Legal description  
CON 4 PT LOT 30

Zoning  
I

Permit number  
-

APPLICATION > WORK

CURRENT STEP: DRAFT 1/7 NEXT STEP: DEPOSIT PAYMENT

## Building permit

DELETE APPLICATION

**SIGN OFF APPLICATION**

Note information is complete

### REQUIRED TASKS

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parties	Application	Attachments	Fees & Payments

Application needs to be Signed Off by the Applicant before submission.

Step #23- Click "Sign Off"

You need to complete required tasks to continue to the next phase.

### PARTIES OF THE APPLICATION

ADD OR INVITE PARTY Close

Municipality of Arran-Elderslie (P J)  
 2020-06-01  
 Applicant  
 Property Owner  
 permit@arran-elderslie.ca  
 +1 519 270 6893

### APPLICATION DATA

Close

Work type  
New

Work target  
Barn

Waiting for customer

Application for a Permit to Construct or Demolish Draft  
 2020-06-01, 2:33 p.m. by P J

### ATTACHMENTS

Close

Drag and drop files here or [click here](#) to select files from your computer.

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Filter attachments

- ARCHITECTURAL DRAWING
- DRAWING
- SITE PLAN

Search

DOWNLOAD ALL

	Attachment type	Filename	Modified	
NEW VERSION	Architectural drawing, Drawing, Site plan Drawings	Blank_Attachment.pdf Version 1	2020-06-01, 2:48 p.m. P J	

← RETURN TO APPLICATION

All information saved 2:49 p.m.

DOWNLOAD FORM

# Sign off

All required fields are marked with \*

Step#26- Click "Return to Application"

## PROJECT INFORMATION

Close

Address	Municipality	Unit number	Lot / Con.
1925 Bruce Road 10	Arran-Elderslie, Ontario	1925	
Plan #	Project value est. CAD	Area of work	
123	10000	100	

## PURPOSE OF APPLICATION

Close

Current use	Proposed use	Application type
N/A	Implement Storage	Agricultural / New / Barn
Description of work		
40' x 60' Pole Frame Implement Storage		

## PARTIES

Close

**Applicant, Property Owner**

F J  
1925 Bruce Rd 10  
N0G 1L0  
Chesley, ON

## TARION WARRANTY CORPORATION (ONTARIO NEW HOME WARRANTY PROGRAM)

Close

Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act?

No

Is registration required under the Ontario New Home Warranties Plan Act?

No

Step#24- Answer these Questions

## COMPLETENESS AND COMPLIANCE WITH APPLICABLE LAW

Close

This application meets all the requirements of clauses 1.3.1.3.(5)(a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).

Yes

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulations made under clause 7.1(1)(c) of the Building Code Act, 1992, to be paid when the application is made.

Yes

This application is accompanied by the plans and specification prescribed by the applicable by-law, resolution or regulation made under clause 7.1(1)(b) of the Building Code Act, 1992.

Yes

This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7.1(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.

Yes

The proposed building, construction or demolition will not contravene any applicable law.

Yes

Step#24- Answer these Questions

## DECLARATION OF APPLICANT

Close

I, F J do hereby declare that the information contained in this application, attached schedules and forms, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to sign on behalf of the corporation. If I am a partnership, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

SIGN OFF

Step#25- Digitally "Sign Off"

# 1925 Bruce Road 10, Arran-Elderslie USER INPUT

Agricultural: 540 - Other industrial (all other types not specifically defined)

Go to messages

Email notifications  YES



Roll number  
4103380003036010000

Permit number  
-

Legal description  
CON 4 PT LOT 3D

Zoning  
I

FINAL STEP- your application is now complete  
Click "SUBMIT APPLICATION"

APPLICATION > WORK

CURRENT STEP: DRAFT 1/7 NEXT STEP: DEPOSIT PAYMENT

## Building permit

Select action SUBMIT APPLICATION →

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parties	Application	Attachments	Fees & Payments

Deposit is not required in Arran-Elderslie

### PARTIES OF THE APPLICATION

ADD OR INVITE PARTY Close

Municipality of Arran-Elderslie (PJ)  
2020-06-01  
Applicant  
Property Owner  
  
permit@arran-elderslie.ca  
+1 519 270 6893

### APPLICATION DATA

Close

Work type New	Work target Barn
------------------	---------------------

Waiting for customer

Application for a Permit to Construct or Demolish Draft  
2020-06-01, 2:33 p.m. by P J

### ATTACHMENTS

Close

Drag and drop files here or [click here](#) to select files from your computer.

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Filter attachments

- ARCHITECTURAL DRAWING
- DRAWING
- SITE PLAN

Search

DOWNLOAD ALL

Attachment type	Filename	Modified
<input checked="" type="checkbox"/> <span style="background-color: #0070C0; color: white; padding: 2px;">NEW VERSION</span> Architectural drawing, Drawing, Site plan Drawings	Blank_Attachment.pdf Version 1	2020-06-01, 2:48 p.m. P J

# TroubleShooting

If you have problems or need assistance, please "Invite Party" on the main screen and add the below email. This will allow someone from the Municipality to help you complete the process.

## Invite

All invited parties will have permission to access and read this application. Invitee will see name of the invitor and address of the property.

CANCEL X SEND INVITE 

I do not want to invite, I will put all fields manually.

Add email permit@arran-elderslie.ca

I would like to invite \*

permit@arran-elderslie.ca

Give additional permissions to

- Modify application
- Add new applications

Ensure Modify checked

Invitee will act in role(s) of

PROPONENT X

Personal message to invitee

Select role(s) \*

- Select -

- Select -
- Applicant
- Property Owner
- Payer
- Builder
- Designer
- Sewage system installer
- Architectural consultant
- Structural consultant
- Mechanical consultant
- Electrical consultant
- Site services consultant
- Other consultant
- Plumbing contractor
- Heating contractor
- Pest control company

Choose "Proponent"

Work target

Residential - Above Groun