



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

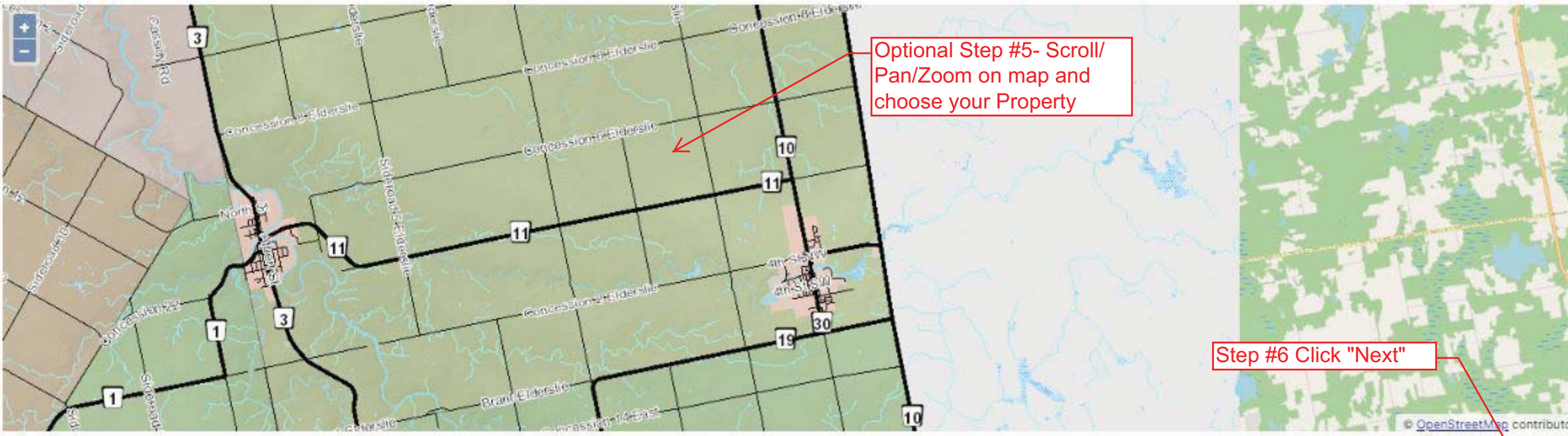
Municipality **Arran-Elderslie, Ontario**

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

Q Type an address or roll number



Optional Step #5- Scroll/Pan/Zoom on map and choose your Property

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

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.

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

Notice that there are new notifications

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 X 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

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
New

Work target
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	Lot / con.	Postal code
1925	Lot / con.	NOG 1L0
Plan number / other description		
123		
Estimated cost of construction *	Area of work *	
10000 CAD	100 m ²	

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 *	Current use of building
Implement Storage	N/A
Description of proposed work *	
40' x 60' Pole Frame Implement Storage	

Step #19 Project use

Step #20- Fill in brief project description

← 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 📝

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.

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:

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

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

Note that Application information is complete

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

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"><input checked="" type="checkbox"/> Architectural drawing<input type="checkbox"/> Civil drawing / Lot grading plan<input type="checkbox"/> Commitment to general review<input checked="" type="checkbox"/> Drawing<input type="checkbox"/> Drawing combination<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 📄

REQUIRED TASKS

✔	✔	✔	⏸
Parties	Application	Attachments	Fees & Payments

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

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

Note information is complete

Step #23- Click "Sign Off"

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.

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

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 or partnership. By signing off, 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.

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

Filter attachments

- ARCHITECTURAL DRAWING
- DRAWING
- SITE PLAN

Search

DOWNLOAD ALL

Attachment type	Filename	Modified
<input checked="" type="checkbox"/> NEW VERSION 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 × 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 ×

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