

STEP BY STEP GUIDE TO Cloudpermit



Getting Started With The Cloudpermit Building Permit System

The Village of Anmore is pleased to offer Cloudpermit, an online system for applying for, tracking, and managing building permits. You can submit applications, check their status, save your progress, and receive email updates throughout the permit process.

If you prefer to learn by watching, you can view the [Cloudpermit: How to Submit a Building Permit Application video](#), or follow the step-by-step instructions below.

To Create an Account

To get started with Cloudpermit, you need to create an account. Note you will need an email address to use the system.

1. Go to <https://ca.cloudpermit.com/login> and click **"CREATE ACCOUNT"**.
2. Enter your email address, agree to the Terms of Service and Privacy Notice, then click **CONTINUE**.
3. Cloudpermit will then **send a verification email** with steps to complete the registration process.

The next time you visit the site, you'll **LOG IN** using your email and password.

To Start a New Application

- Log in to Cloudpermit & select **"CREATE YOUR FIRST APPLICATION"** or **"CREATE NEW APPLICATION"** button.
- Select the **municipality** as British Columbia – Anmore.
- Select the **type of application** – Building or Plumbing Permit then click **"Create Application"**
- Select the **Application Type and Category** that best matches your project, then click **NEXT**.
- On the **Project Selection** page, enter a project name under Create a New Project (e.g., 123 Lakeshore Drive – Addition), then click **NEXT**.
- Enter the **project location** by searching for your address or roll number, or by selecting your property on the map. Confirm the location, then click **NEXT**.
- Review the **application summary**. If everything is correct, click **FINISH & CREATE**. If changes are needed, use the **BACK** button.

Draft Permit Application

Your draft application has now been created. Complete the remaining required information before submitting your application.

- Ensure **Receive Email Notifications** is set to **Yes**. Email is the primary method of communication throughout the permit process.
- The **Required Tasks** section shows completed items in **green** and outstanding items in **red**.

Under “General”

- Under **Parties of the Application**, add anyone who should have access to the application (e.g., your spouse, contractor, architect, or designer).
- Assign a party to each required role and provide their contact information. One person can fulfill multiple roles. **Important:** If someone other than the applicant will request inspections (e.g., a builder or contractor), they must be added to the application before inspections can be requested.
- When adding a party, you can grant them permission to modify the application or add new permit applications to the project. Alternatively, you can enter their information manually, but they will not receive an email notification.

Under “Application Data”

- Select the appropriate **Application Type** or **Work Target**.
- Complete all required forms that appear.

Under “Attachments”

- Open the **Attachments** section to view the required documents for your project (e.g., site plans, architectural drawings).
- Upload your items by dragging them into the grey box OR using the "**click here**" button to select them from your computer.
- After each file uploads, select the appropriate attachment type and click **DONE**. Repeat for all required attachments. You may also upload additional supporting documents.
- Before submitting your application, you can delete and replace uploaded files if needed.

Sign Off on the Application

Once all required information has been completed, click **SIGN OFF** in the top right corner.

- Review the declarations, confirm they apply, and click **SIGN OFF APPLICATION**.
- You can download a copy of the sign-off form if desired.

Submit your Application

- After submitting your application, you'll receive an email confirming your application has been submitted.

- The application fee will show in Cloudpermit. This must be paid in order for your application to be reviewed.
- Once we receive the payment for the application, along with all supporting documents, our team will begin the review. You'll receive an email with payment instructions and information on obtaining your permit.

To Pay for your Permit

Permit invoices will be emailed. Payments can be made in person or by mail at the **Anmore Community Hub** (2697 Sunnyside Road) or by credit card through **OptionPay**.

For more details on payment options, visit anmore.com/payment-options

To Request an Inspection

Once your permit has been issued and work is underway, you will require building inspectors to visit your site and sign-off on your work at various stages in the project. You can request inspections through Cloudpermit by following these steps:

- Log in to Cloudpermit, select ***Go to Project***, then open the project by clicking the address.
- A page will pop-up with the details of your project's location. At the bottom of that page, you'll see the heading **"Work & Construction"** and a box entitled **"Inspections."**
- Click on **"Show Upcoming Inspections"** and select **"Request Inspection"** for the stage of work you are ready to have inspected. Select your preferred inspection date/time, then submit your request.

Please note: Inspection requests must be made prior to **12:00 p.m.** for the following business day. Inspections are scheduled based on staff availability and are typically completed within **two business days**. Your submitted request will be pending until staff have sent you a confirmation email. *Note: If you need to change the date or time, or cancel the request, select "Modify request."

Tips

- **Dashboard:** Return to **My Dashboard** at any time to view your applications and check if additional information is required.
- **Delete an Application:** Use the **Select Action** drop-down menu to delete an application before it has been processed, if necessary.

Need Help?

Visit <https://support.ca.cloudpermit.com/en/support/home> for answers to commonly asked questions.

Contact the Village of Anmore Building Department for help during business hours by email <mailto:building@anmore.com> and we will get back to you as soon as possible.