



Getting Started with Cloudpermit – Building Permit System

The Municipality of Temagami uses **Cloudpermit**, an online platform where residents, builders, and businesses can apply for and manage building permits anytime, from anywhere. You can save your progress, track status updates, and receive email notifications throughout the process.

Create an Account

1. Visit <https://ca.cloudpermit.com/login>.
 2. Click “**Create a New Account**” under the Continue arrow.
 3. Enter your email and follow the instructions in the confirmation email.
 4. Log in using your email and password once registered.
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Start a New Application

1. Log in and click “**Apply for a Permit.**”
 2. Create a **New Project** with a clear name (e.g., *7 Lakeshore – Shed*).
 3. Select **Temagami** as the municipality and enter your address or find it on the map.
 4. Choose the appropriate **Application Type** and **Category**, then click **NEXT**.
 5. Review the summary and click **Create Application** to proceed.
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Complete the Draft Application

- **Email Notifications:** Ensure this is set to **YES** to receive updates.
- **Parties:** Add the property owner and applicant (can be the same person). You can also add others (e.g., contractors or architects) and set their access.
- **Application Data:** Indicate the type of work and building involved. Additional forms may appear—fill them out as needed.
- **Attachments:** Upload required files like site plans. Drag them into the box or browse from your computer. Select the file type and click **Done**.

You can update or delete attachments before submitting.

Sign Off and Submit

Click “**Sign Off Application**”, confirm the details, and submit. You’ll receive confirmation and status updates by email. Once approved, you’ll get payment instructions.

Paying for Your Permit

You can pay:

- In person (cash, debit, cheque, or credit)
 - By **e-transfer** to *finance@temagami.ca*
 - By mailing a cheque to Municipality of Temagami, Finance, 7 Lakeshore Drive, Box 220, Temagami, ON P0H 2H0
 - Online through **Cloudpermit** or the **Temagami Accounts Receivable Portal**
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Booking Inspections

Inspections are required during your project. To request one:

1. Log in and click “**Go to Project.**”
 2. Select your application by clicking the address.
 3. Scroll to “**Work & Construction**”, then “**Inspections.**”
 4. Click “**Show upcoming inspections**”, then “**Request inspection.**”
 5. Choose a date and time. Inspections are typically completed within 2 business days. You’ll receive an email once confirmed.
To reschedule, use “**Modify request.**”
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Tips

- **My Dashboard:** View applications and check for outstanding info.
- **Delete:** Use “Select Action” to remove an application.

Need Help?

- Visit the [Cloudpermit Help Centre](https://support.cloudpermit.com/support/home) -
<https://support.cloudpermit.com/support/home>
- Call the Municipality of Temagami at **705-569-3421**