



## APPLICATION FOR A SIGN PERMIT

### How to Apply for a Sign Permit through Cloudpermit

The Township of Scugog is pleased to offer Cloudpermit to apply for a Sign permit.

How do I apply for a Sign Permit?

Creating and submitting applications on Cloudpermit through the Township of Scugog is quick and easy. To do so, you'll need to follow a few steps outlined below. Cloudpermit & the Township of Scugog will instruct you how to complete and submit the application. Once submitted, it will be reviewed. Look out for communication emails back to keep your application on track with review and processing. Final issued permit will be available for you to download from Cloudpermit, located on Township of Scugog's website.

**Step 1:** Start creating a new application by clicking the button '**Create your first application**'.

To Start a New Sign Permit Application register for an account for new users and click on confirmation email. Set a strong password and enter fields as required.

**Register** to Cloudpermit: <https://ca.cloudpermit.com/registration>

**Login** to Cloudpermit: <http://ca.cloudpermit.com/login>

Click the "**Create your First Application**" button.

Create a **New Project** and give it a name. Some combination of your address and the project type might be a good way to keep track if you'll be applying for multiple permits (for example – 123 Anywhere St–Sign Permit).

#### CREATE A NEW PROJECT

Name of the project

Test Project |

CANCEL

BACK

NEXT →

Then select **NEXT** – Provide the **Location** where the work will be taking place. Change the municipality (dropdown menu in the upper right-hand corner).

Locate the property on the map.

There are three options to do it:

- Option 1: Using the municipal address of the subject property.
- Option 2: Using the roll number of the subject property.
- Option 3: Using a map to locate the subject property.

**Option 1:**

Start typing the address of the property into the text field. Cloudpermit provides you with a list of properties matching the address. Select the desired property from the list and click "Next."

**Option 2:**

Start typing it into the text field if you know the property's roll number. Cloudpermit provides you with a list of existing properties matching your typing. Select the desired property from the list and click "Next."

**Option 3:**

Click on the map to drag it. Zoom in and out using the "+" and "-" buttons on the top left of the map.

Once you have the correct location (it appears under the map).

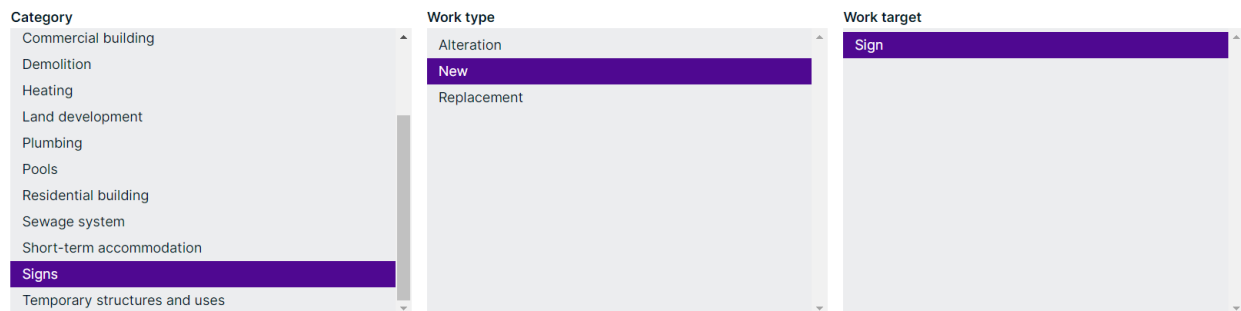
Select the category and project type for your application. Please read the 'Good to Know' section if you require more information prior to selecting.

Next confirm which type your permit is for within Cloudpermit

**For example Category under Building/Residential/Commercial/Signs**

**Work type: New**

**Work target: Sign**



**Step 2:** Invite other necessary parties, such as property owner

**Step 3:** Complete your application, upload all required documents.

Complete the application data by:

- Scroll down to the application data section
- Your work is automatically saved, there is no save button
- There are red asterisk marks next to the form fields that are required to fill out
- Once you're done filling out the form, click the RETURN TO THE APPLICATION button at the top left of each form

Fill out the application data in the application workspace, identify application parties, and add attachments to the application, if needed.

- See instructions for adding required attachments.

Once all is done, click “Return to application.”

Upload Attachments that are mandatory (Example: Site sketch)

Others as requested,) by:

- Scroll down to the attachments section (Site sketch, etc. as required)
- Drag and drop attachments or select the “click here” button to identify the required files OR using the "**click here**" button to select them from your computer.
- Once they have uploaded, select the type of attachment, and then select done.
- Identify each attachment by selecting from a drop-down list of attachment type names
- If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage cans) and upload again.

ATTACHMENTS Close ^

Required attachments

Architectural drawing	0	Civil drawing / Lot grading plan	0	Details drawing	0	Site plan	0
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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

Scroll down to the bottom of the form.

How to sign off and submit an application

Steps:

- Once you have finished your application, you must sign it off before submitting it to the Township of Scugog.
- Only applicants can sign off on applications.

**Step 4:** Verify, Sign and Submit for review.

### Sign Off on the Application

At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.

Review the items listed and indicate if they apply and/or you agree with the terms.

Then click "**sign off application.**"

Note that you can download a copy of the sign-off form at the top of the page.

### DECLARATION OF APPLICANT

Close ^

#### APPLICANT

I, John Doe, do hereby declare that the information contained in this application, the attached schedules and forms, the 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 bind 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.

 Signed by **John Doe** 2021-04-17, 9:00 AM [Remove](#)

[DOWNLOAD SIGNED FORM](#) 

Personal information contained in this form and schedules is collected under the authority of subsection 8.1(1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

[← RETURN TO APPLICATION](#)

[SUBMIT APPLICATION →](#)

### Submit your Application

You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status. You will also receive an email advising you when the Sign Permit is ready.

Success - You have created your request.

**Step 5:** Once the completed application is received you will be invoiced and pay the fees either online or over-the-counter.

Click "Return to application" to enter the application workspace.

To pay the application right away, click "Continue to payment."

The "Fees and Payments" section shows you the total due.

Click "Submit upon payment."

You can pay the bill by:

- Cash
- Cheque
- Credit card (Note: with Visa (3.5 percent), Mastercard (3.5 percent), or American Express (3.5 percent). There is a 3.5 percent service fee payable to Bambora in order to use this service. Credit card is not accepted in the office only online.
- Debit

After acknowledging the payment, the e document will be marked as paid.

It means that the application is now submitted, and it moves to the review phase.

**Step 6:** Revise the application based on the feedback from the municipal authority.

**Step 7:** Watch for follow up emails to make sure the process keeps going.

Tips Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if we are waiting on any information from you to process your application further. Delete - You can delete your application at any time by using the "Select Action" drop-down menu at the top of the page.

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