Starting a new application in Cloudpermit

1. Login to Cloudpermit.
2. Click the "Apply for a Permit" button in the upper right-hand corner of your dashboard.
3. Select "Create a New Project", and give it a name. If you will be applying for multiple permits, then naming your project a combination of your address and the project type might be a good way to keep track. Select NEXT
4. Provide the Location where the work will be taking place. Select "**Guelph/Eramosa**" in the top right hand corner. You can then type in your address or roll number, OR you can find your property on the map. Once you have the correct location (it appears under the map), select NEXT
5. Select the Application Type and Category appropriate for your project.
   a. Accessory Structures for sheds, detached garages, gazebos etc.
   b. Residential for a single family dwelling
   c. Miscellaneous for tents, solar panels, retaining walls

   etc. Then select NEXT

6. At this point, you'll see a Summary. Check if the information is accurate. If you need to make changes, use the "Back" button. If everything is correct, select FINISH & CREATE