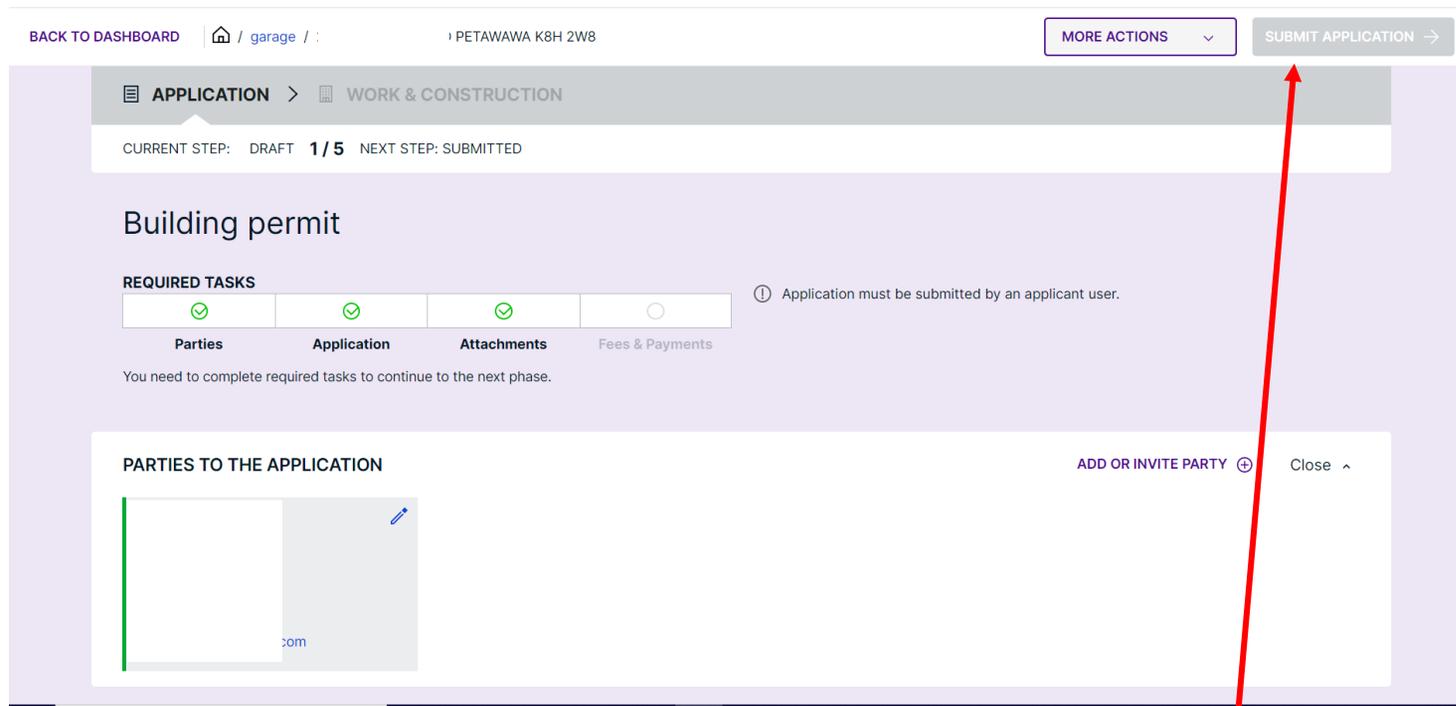


# SUBMIT APPLICATION - GUIDE



To complete submission of application; refer to the top right hand part of the workspace; '[SUBMIT APPLICATION](#)' as this is the last step. The toggle will turn purple (initially grey) once all the appropriate **Parties** have been added, **Application** information, and **Attachments** added. The '**REQUIRED TASKS**' must be **GREEN**, in order for Planning & Development to receive your submission.

**\*\*This step must be completed otherwise the application stays in a draft state and not visible to staff.**

Click [SUBMIT APPLICATION](#). It will ask for confirmation(s) and in order to provide the clearance, the answer is '**yes**' to the questions.

Further issues should be directed to the Cloudpermit support team at <https://support.cloudpermit.com/support/home>