



Sign Permit Application

Step-By-Step

Town of Petawawa
Planning and Development
1111 Victoria St
Petawawa, ON K8H 2E6

Step 1: Sign in/Register for Cloudpermit here: <https://ca.cloudpermit.com/registration>

Step 2: On your Dashboard, select "Create A New Application"




Step 3: Ensure you have chosen the correct Municipality; it should read as Ontario and Petawawa. Then select "Building Permit" and "Create Application"

1 Select municipality

Ontario Petawawa

2 Select type of application




Building Permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:

- construct any new building or place another structure on your property
- make renovations or repairs or add to a building
- undertake any work regarding the on-site sewage system

CREATE APPLICATION ←



Planning Approval







You may be required planning approval if your proposal does not comply with the in-force Zoning By-Law, Official Plan or other planning related document. Additionally, if your proposal

Step 4: Select "Commercial" and below in Category select "Signs", proceed to select if the sign is an Alteration (changing the sign fixture) New (this would include new businesses changing signs on an existing location) or Replacement (changing

the lens of the existing sign)

Select project type

Good to know
Project types relate to the overall scope of your proposal.

 **Commercial**  **Industrial**  **Institutional**  **Mixed use**  **Residential**  **Other**

Select category, type and target for your application

Good to know
Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category

- Change of use
- Combined use
- Commercial building
- Demolition
- Heating
- Plumbing
- Pools
- Sewage system
- Signs**
- Temporary structures and uses

Work type

- Alteration
- New**
- Replacement

Work target

- Sign**

Step 5: Scroll down to the bottom of this screen and select either “I am the applicant” or “Create application on behalf of customer” and select Next.

Initialization of application

I am the applicant Create application on behalf of customer Application already submitted (e.g. by paper or email)

CANCEL BACK **NEXT →**

Step 6: This will take you to “Project Selection” where you will select “Create A New Project” and name the project. Select Next to continue.

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT **CREATE A NEW PROJECT**

Name of the project

Sign for “Business Name”

CANCEL BACK **NEXT →**

Step 7: Input the location of the project, you can either use the civic address OR taxation roll number and select the option(highlighted). Select next.

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Petawawa, Ontario

1111 Victoria

Existing locations | Addresses

1111 VICTORIA ST (Roll number: 477907901519600000)

CANCEL BACK NEXT →

Step 8: Confirm all information has been input correctly on the Summary page. If correct, select “Finish & Create”.

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

Address	Roll number
1111 VICTORIA ST	477907901519600000

APPLICATION TYPE & CATEGORY

BUILDING PERMIT | SIGNS

WORK TYPE AND TARGET

NEW | SIGN


APPROVAL AUTHORITY

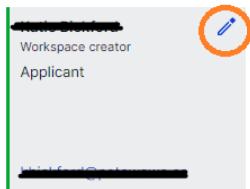
PETAWAWA, BUILDING DEPARTMENT

CANCEL BACK FINISH & CREATE →

YOU HAVE NOW CREATED A SIGN APPLICATION!

Keep scrolling for the step-by step application submission!

Step 9: Everything section that shows a  will need to be actioned. The first section is the “Parties To The Application” and within this section we require an Applicant and a Property Owner. If you are both, select the pencil and from the dropdown menu select “Property Owner”. If you need to add anyone to the application, select the “Add or Invite Party”



Step 10: Anything within the Application Date forms that has a red asterisk must be filled. Once the information is completed the red side bars and exclamation points at the top of the application will turn green.

Step 11: Within the attachments section, you will need to upload a drawing and site plan. Once the image/document is attached, select what type of attachment it is from the dropdown menu options.

Step 12: When all required tasks have green check marks, you can sign off on the application at the top right of the screen.



Step 13: Scroll the "Completeness and Compliance With Applicable Law" Section. Your answers should all reflect as "Yes"

COMPLETENESS AND COMPLIANCE WITH APPLICABLE LAW

This application meets all the requirements of clauses 1.3.1.3.(5)(a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). *

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulations made under clause 7.1(1)(c) of the Building Code Act, 1992, to be paid when the application is made. *

This application is accompanied by the plans and specification prescribed by the applicable by-law, resolution or regulation made under clause 7.1(1)(b) of the Building Code Act, 1992. *

This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7.1(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. *

The proposed building, construction or demolition will not contravene any applicable law. *

Step 14: Scroll to the Declaration of Applicant and "Sign Off" and at the bottom of the page you will see "Submit Application"

Your Application has now been submitted to the Planning and Development Department!

Hold tight while we do a preliminary review to ensure all the information we need is submitted! The Department has 10 business days to complete a full review, as set out under Ontario Building Code. If you have any questions or need assistance, please reach out to Administrative Assistant Katie Bickford at kbickford@petawawa.ca.