Development Permit Submissions

This bulletin is intended to provide clarification on how to submit a development permit application and use Cloudpermit software. Please be sure to consult the relevant Village of Pemberton Bylaws before submitting or contact staff if you have questions.

Requirements

The Village uses a comprehensive digital permitting system called Cloudpermit to accept all Development Permit applications. Permit checklists are built into the online system, and you will not be able to submit your application until you have all of the required documentation. Below is a comprehensive "how to" on the first steps of applying for any type of development permit. Please go to the Building Services page for building permit information.

Create an Account

To get started with Cloudpermit, you need to Create an Account.
1. Go to the site at https://ca.cloudpermit.com/login
2. Below Register for Account, click on **CREATE NOW**
3. Provide your email address and check the box "Yes, I agree to the Terms of service" Click **CONTINUE**.
4. Cloudpermit will send an email to the email address you have provided.
5. Open the email and complete the registration process. The next time you visit the site, you'll **LOG IN** using your email and password.

Pre-Consultation Meeting

Development Services requires that a pre-consultation meeting is held prior to the formal submission of any development permit application. Here you can submit a scope of work and preliminary designs on what your plans are for developing the subject lands.

To Start a New Application

1. Log in to your account and select the **CREATE NEW APPLICATION** Button
2. Select **PLANNING APPROVAL** as your type of application.
3. Next, select the project type (land use) and category (permit type).
4. You will then select **CREATE A NEW PROJECT** and give it a name.
5. Type in the address or select it on the interactive map.
6. Name the Project, then use the Location Map to find your address. You can either type your address or locate in manually by clicking the parcel/lot on the map.
7. 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 APPLICATION.**

PRE-CONSULTATION

Once in the pre-consultation phase, you will have to add/invite parties, input **PROJECT DATA,** and attach the scope of work and preliminary designs (if applicable).

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Email: developmentservices@pemberton.ca
Website: www.pemberton.ca

REQUIRED TASKS
This section will tell you what is required to submit the application. Once you have satisfied that task, the red **(!)** icon will turn to a green check **(✓)**

PARTIES TO THE APPLICATION
Here you can add email addresses for other people and/or companies that should have access to the application. You must have a "Property Owner" "Agent" and "Applicant" assigned to proceed. Note the owner, applicant, and agent may be the same person if you are applying on your own.

When you provide another party's information, you'll be asked to give them permission to modify (change) the application and/or add new applications to the project. For example, you should give your plumbing contractor the ability to edit the plumbing permit information.

APPLICATION DATA
Depending on which type of application you are submitting; the data will be different. All permits must request and undergo a consultation first. If the consultation was completed prior to the application, please use the **MESSAGES** function in the top right corner and send a message so that the Team can address this step.

FEES & PAYMENTS
These will be dealt with once your application has been submitted.

TIPS
Instant Messaging – Remember we cannot see applications in draft status. If you are having troubles with something, use the message function in the top right-hand corner to send us a message.
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.

EXTRA HELP
Cloudpermit has a comprehensive user guide available at
https://support.cloudpermit.com/support/solutions/67000379492 which you can also access by clicking **SUPPORT** in the upper right hand corner of the permit application. At any time you may also contact the Planning Department at 604-894-6135.