



How to Apply for a New Entranceway / Civic Sign Permit

A step-by-step guide to submitting a standalone entranceway permit application through Cloudpermit.

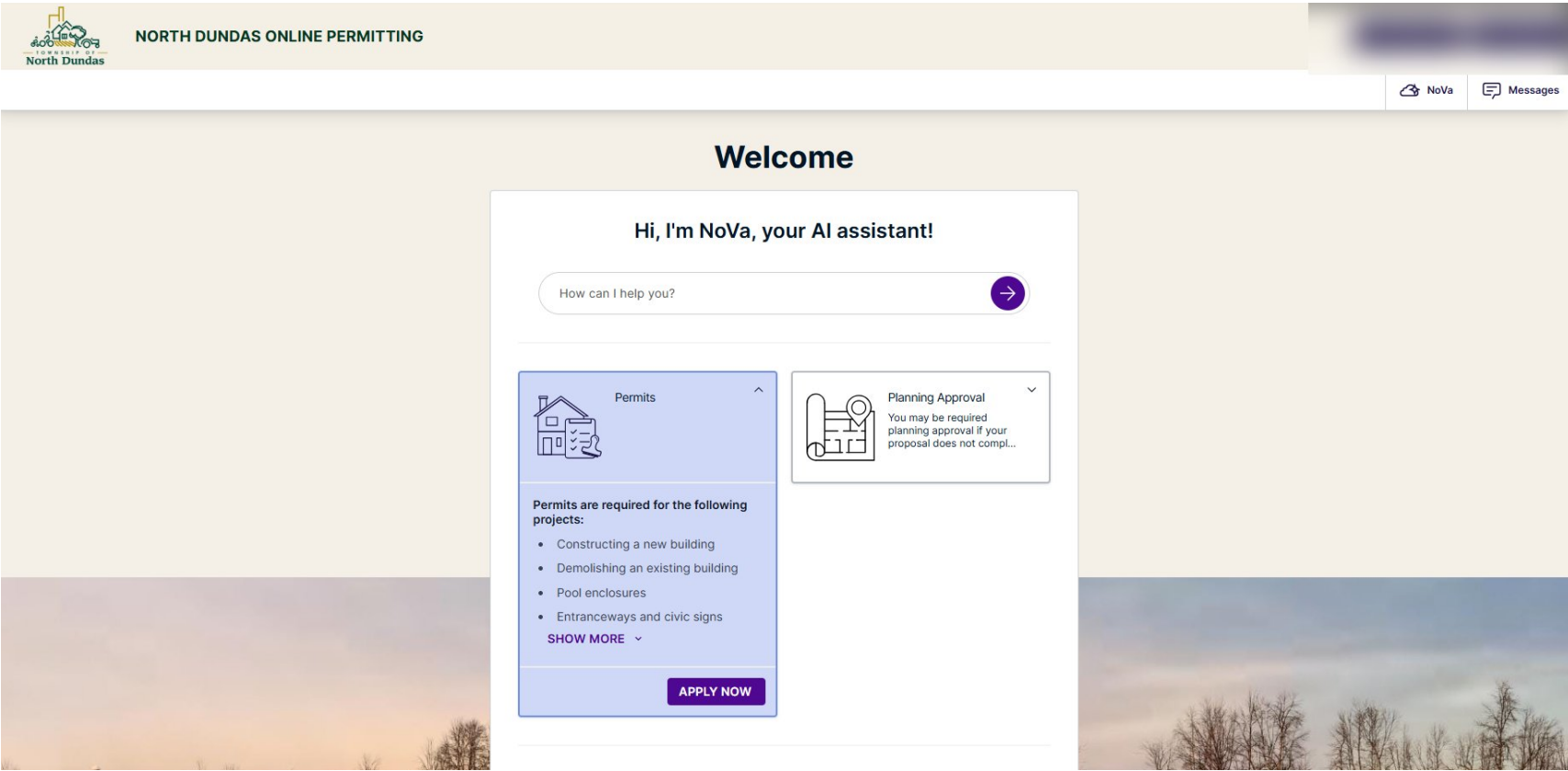
Before you begin

- Open the North Dundas Cloudpermit portal.
- Have your property information and proposed entranceway details ready.
- Prepare a site plan showing the proposed entranceway and/or civic blade location.

Note: This guide covers a new, standalone application. Applications linked to an existing building permit are covered in a separate guide.

Step 1 — Open the permits application

Open the **Permits** tile and select **Apply Now**.



Step 2 — Enter project details

Create a project title and provide a brief description. For example, use the format **Property address – Entranceway**. Select the applicable option under **Initialization of application**, then click **Next**.

Building Permit Application

Plan

Classification

Location

Parties to Application

Forms

Attachments

Summary

Cloudpermit's AI document analysis (optional)

Upload your project documents below to have our AI automatically pre-fill relevant application fields.

Drag and drop files here or click to browse

UPLOAD DOCUMENTS FOR ANALYSIS

Create new projectExisting project (1)

Project name *

Guide test

Description of work *

Test

Initialization of application

☒ I am the applicant

☐ Create application on behalf of customer

☐ Application already submitted (e.g. by paper or email)

CANCEL APPLICATION

NEXT

Step 3 — Select the application type

Select the applicable **Entranceways and Civic Signs** application type from the scrollable menu, then click **Next**.

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Summary

Describe the purpose of your application with the category, the work type, and work target selections.

Change of use

Commercial building

Demolition

Entranceways and Civic Signs

Industrial building

Institutional building

Plumbing

Entranceways and Civic Signs

CANCEL APPLICATION

PREVIOUS

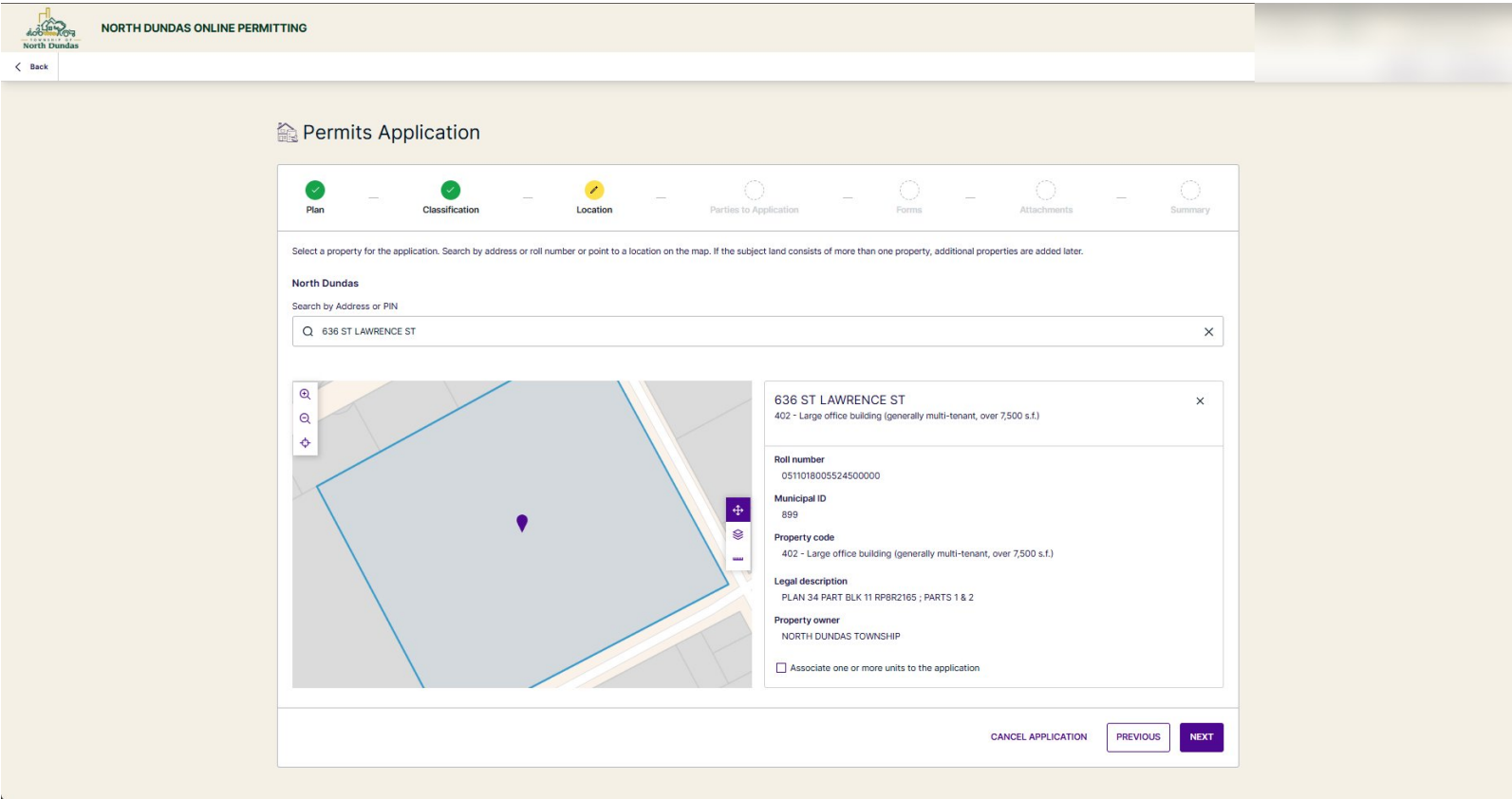
NEXT

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Step 4 — Select the property

Enter the applicable project address, confirm the correct property is selected, then click **Next**.



Step 5 — Review parties to the application

Cloudpermit automatically fills in the property owner information. If the applicant is someone other than the property owner, two party boxes will appear, as shown below. To change any party information, including roles, select **Edit** on the applicable box. Confirm that all party information and contact details are complete and accurate, then click **Next**.

Building Permit Application

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Add the people, businesses, and contractors involved in the application and assign all required roles.

Persons & Businesses

ADD

EXPAND ALL

WORKSPACE CREATOR

VIEW DETAILS

Role

Applicant

Email

EDIT

NOT INVITED

VIEW DETAILS

Role

Property owner

EDIT

CANCEL APPLICATION

EXIT TO DASHBOARD

PREVIOUS

NEXT

Privacy: Personal names and contact details are obscured in this example; the other application fields remain visible.

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Step 6 — Complete and sign off on the form

Complete the required form, then click **Sign-Off**. You will be asked to confirm that the information is correct. Once confirmed, continue to the next step.

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Complete the following forms to proceed.

Changes saved

Entranceway & Civic Application

REQUIRED FIELDS MISSING 10/17

All required fields are marked with *

All values are in Metric Imperial

Application Details

Is a New Entranceway Required? *

Yes

If Yes, Reason For Entranceway

New Permanent Entranceway

Entranceway Type

Residential

Is a New Civic Number Required? *

Yes

If No, Enter Current Civic Number

Is a New Civic Blade Required? *

Yes

Lot #

1

Concession #

1

Roll #

000

Township Road *

St Lawrence St

Side of Road *

West

Between Civic Numbers

Specifically

Distance m

Direction - Select -

From Civic Number

Acknowledgement

I hereby apply to the Corporation of the Township of North Dundas for permission to construct an entranceway described above and to hereby agree to conform to the Township's conditions, standards and specifications governing entranceways.

Signature

SIGN-OFF

Changes saved

CANCEL APPLICATION

EXIT TO DASHBOARD

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Step 7 — Upload the site plan

Upload the required **Site Plan**. This may be an image or document showing the proposed location of the entranceway and/or civic blade on the property. Assign the uploaded file to the required **Site Plan** attachment, then click **Next**.



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Upload supporting documents, complete their details, and create the attachments before continuing.

Required attachments

1. Site Plan

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

CANCEL APPLICATION

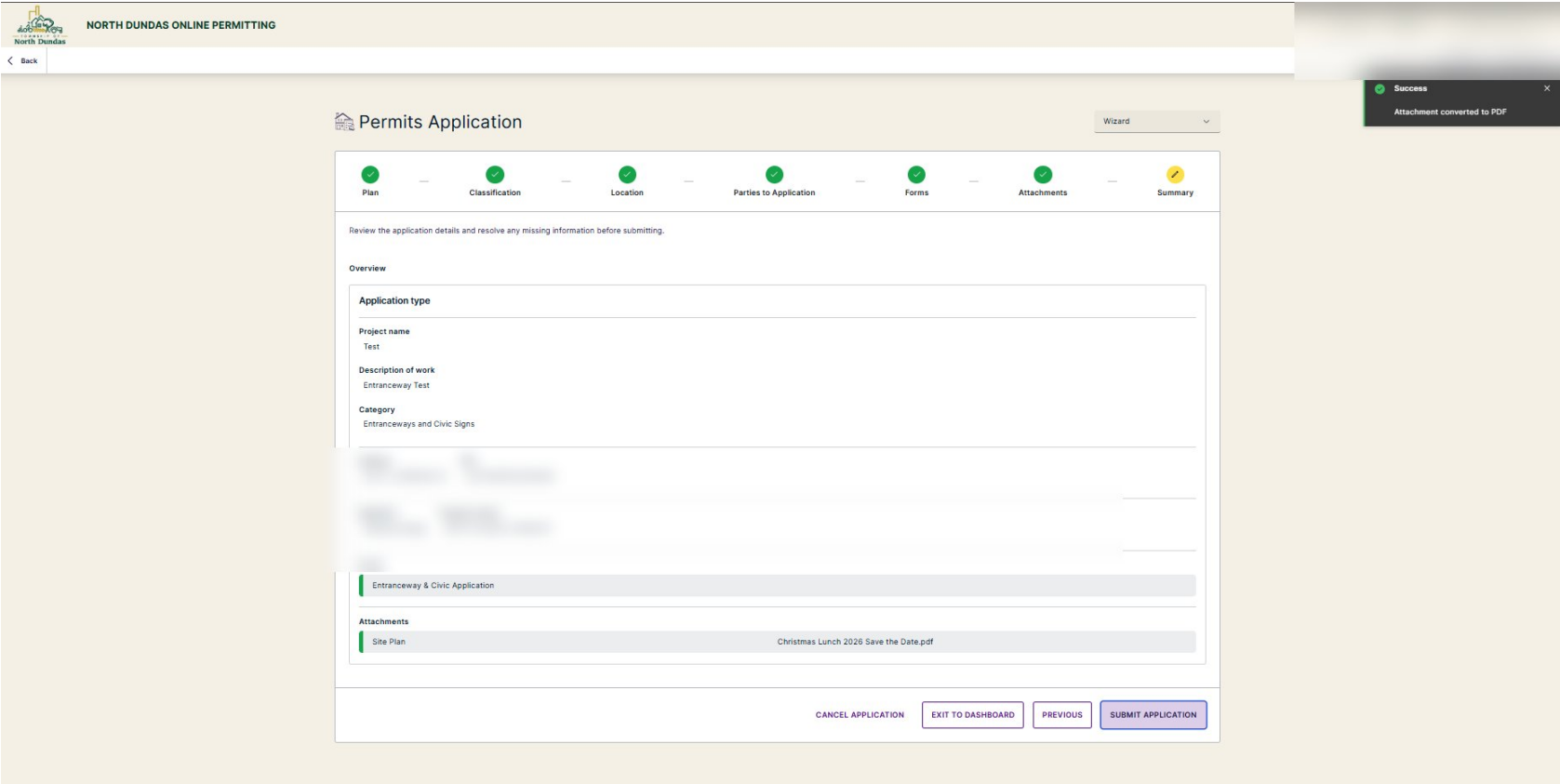
EXIT TO DASHBOARD

PREVIOUS

NEXT

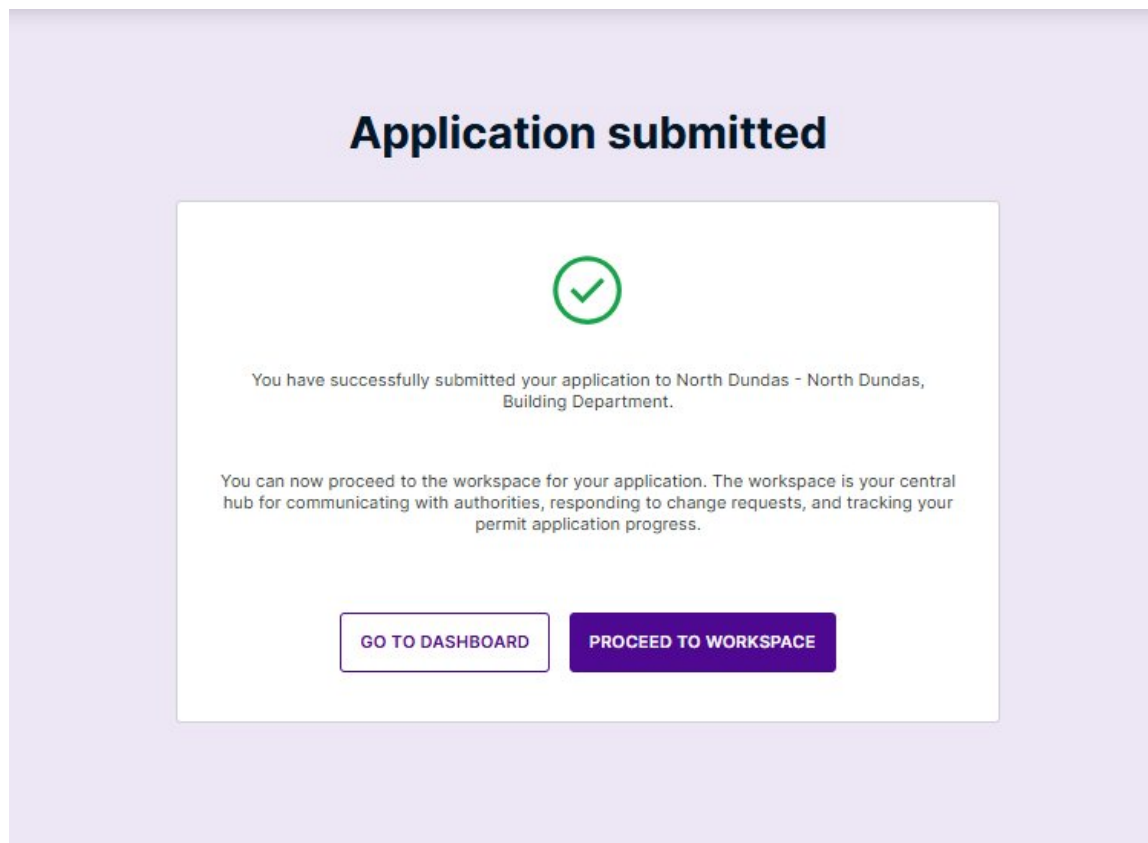
Step 8 — Review and submit the application

Review the application details. Ensure all required forms are complete and all required documents are uploaded, then click **Submit Application**.



Step 9 — Confirm submission

When your application has been successfully submitted, a confirmation screen will appear. Click **Proceed to Workspace** to review your submission.



Note: This is the confirmation that your application has been successfully submitted. If you do not see this screen pop-up, check to ensure your application was submitted.

Step 10 — Follow your application

Use the application workspace to **track progress**, view messages and respond to requests for additional information.



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Stephanie Banga

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Workspace

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Messages

Options

BEGIN REVIEW

Permits

North Dundas

Latest location update: 2026-10-20, 9:33 a.m.

Category

Entranceways and Civic Signs

PROPERTY DETAILS

GO TO PROPERTY

HIDE FULL DATA

Assigned to

Unassigned

Show messages

Roll number

Permit number

Municipal ID

Property code

Legal description

Submitted

2026-10-19, 9:33 a.m.

EDIT

APPLICATION

WORK & CONSTRUCTION

CURRENT STEP: SUBMITTED 2 / 5 NEXT STEP: IN REVIEW

REQUIRED TASKS

Parties

Application

Attachments

Fees & Payments

Finish all reviews which are unfinished.

You need to complete required tasks to continue to the next phase.

Note: This is an example of a submitted workspace only.