

How to Apply for a Construction Permit via Cloudpermit in Edmundston

Introduction: The City of Edmundston uses **Cloudpermit**, a cloud-based permitting system, to streamline construction permit applications. Cloudpermit allows you to apply for building permits online, track the status of your application, and communicate with City officials from home or on the go. Using this system can save time and ensure your application is complete and accurate. This step-by-step guide will walk you through the process of applying for a construction/building permit in Edmundston using Cloudpermit.

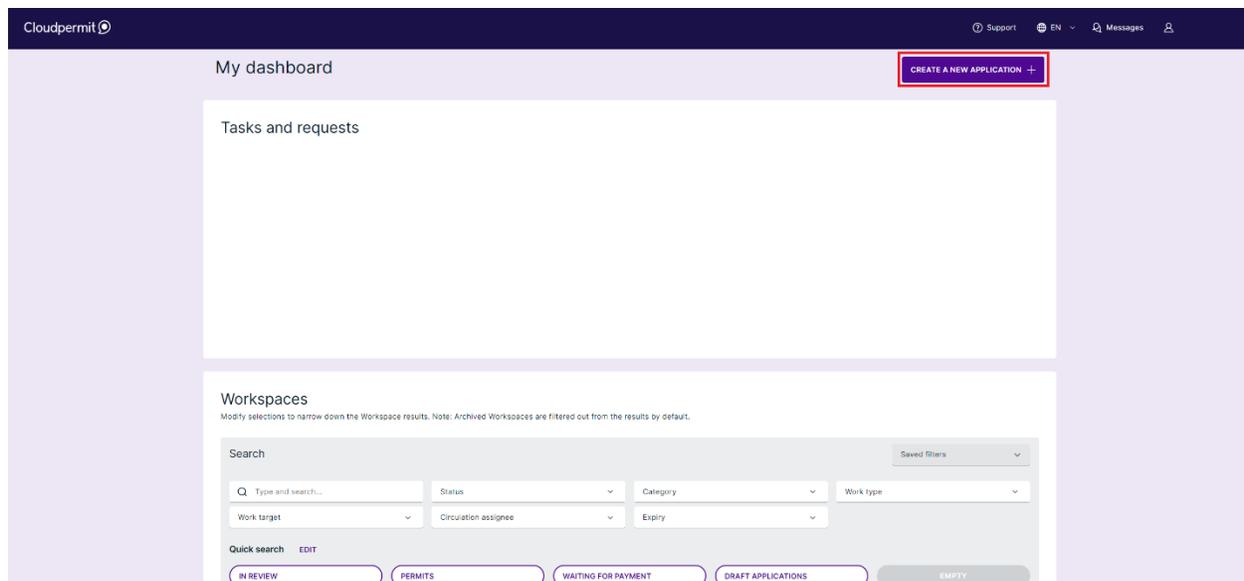
Step 1: Log Into Cloudpermit and Access the Dashboard

To get started, visit the Cloudpermit portal for permit applications (for Edmundston, use the link provided on the City’s website or go to Cloudpermit and select **New Brunswick – Edmundston**).

If you are a new user, you will need to **register for a Cloudpermit account** using a valid email address and password. If you already have an account, log in with your credentials.

Once logged in, you will see **My Dashboard**, which is your personal homepage on Cloudpermit. From the dashboard, you can start a new permit application.

Click on the **“Create a New Application”** button to begin the application process. This will initiate the permit application wizard.



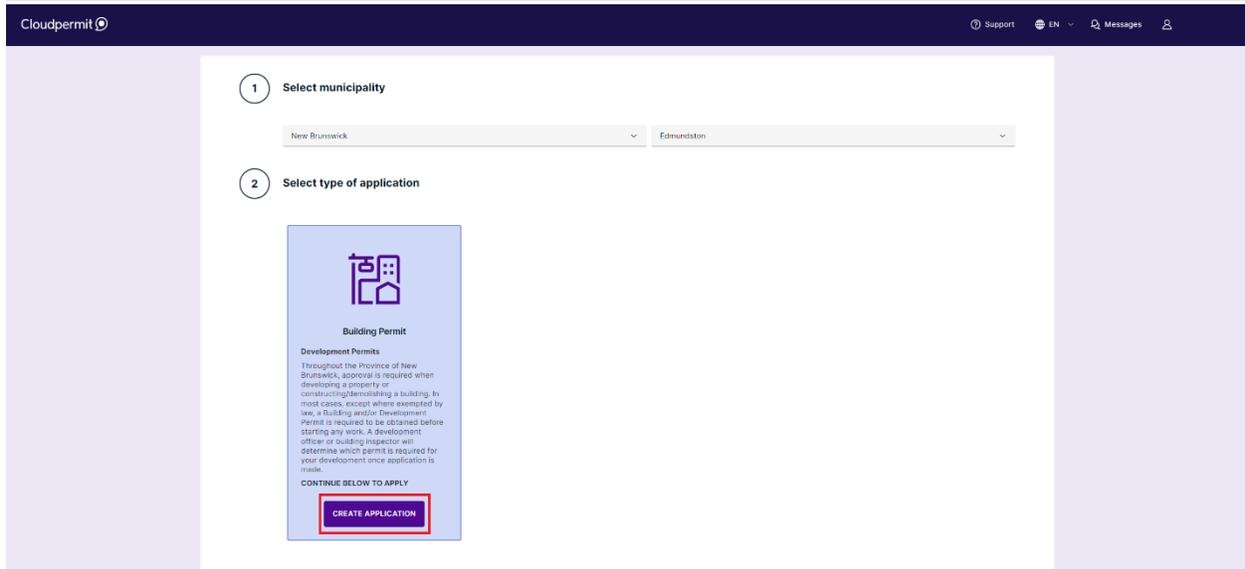
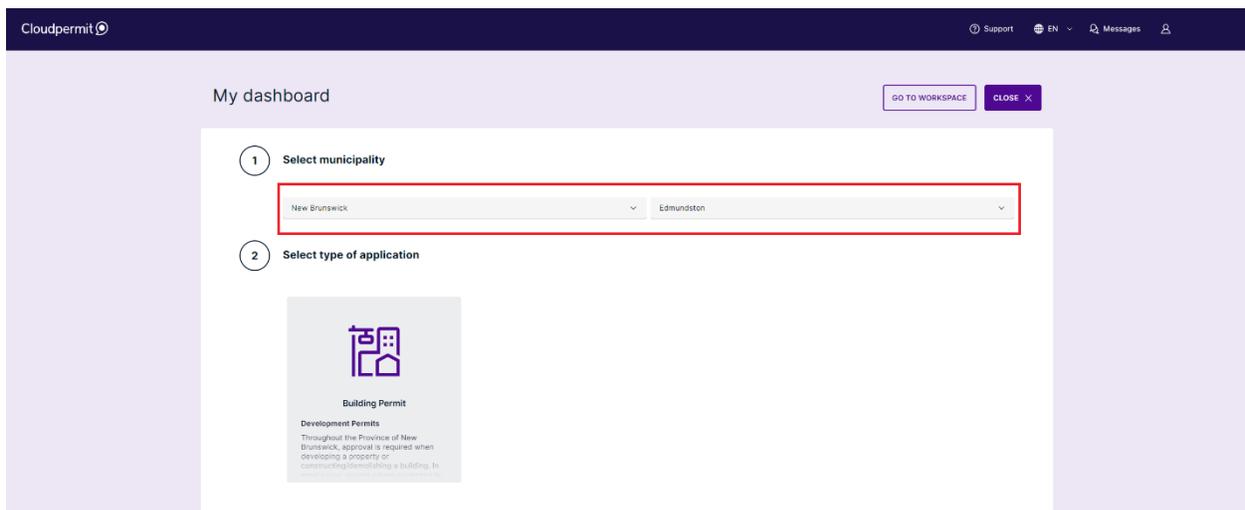
Step 2: Select Edmundston as Municipality and Choose Application Type

After clicking “Create a New Application,” you will be prompted to **select the location and type of application**.

First, choose the jurisdiction: in the drop-down menu, select **New Brunswick** as the province and then **Edmundston** as the municipality (if it’s not already pre-selected).

Next, select the type of application you want to create. For a construction project in Edmundston, click on the **“Building Permit”** option as your application type.

Once you have selected **Building Permit**, click the **“Create Application”** button to proceed. This tells Cloudpermit that you want to start a building permit application in Edmundston.



Step 3: Choose the Category, Work Type, and Work Target

The first step in the application wizard is to provide details about the nature of your project.

You will need to **select a Category, Work Type, and Work Target** that best describes your construction project.

For example, if you are building a new single-family house, you might choose the category “Single Unit Dwelling,” the work type “New Construction,” and the work target “Detached dwelling” (as an example).

Each category and option may have a brief description – you can click on each category name to see a definition or additional details.

Choose the options that most closely match your project. These selections help the system determine the requirements for your permit.

After making your selections for category, type, and target, click **“Next”** to continue to the next step of the application wizard.

The screenshot shows the 'Select category, type and target for your application' screen in the Cloudpermit system. The interface includes a header with 'Cloudpermit' and navigation links for 'Support', 'EN', 'Messages', and a user profile icon. The main content area is titled 'Select category, type and target for your application' and contains a 'Good to know' section with instructions. Below this are three columns of selection options: 'Category', 'Work type', and 'Work target'. Each column has a red box around it, and a red circle with a number (1, 2, 3) is placed below each column. The 'Category' column lists various options, with 'Single Unit Dwelling' selected. The 'Work type' column lists options, with 'New' selected. The 'Work target' column lists options, with 'House (detached single unit dwelling)' selected. At the bottom right, there are 'CANCEL', 'BACK', and 'NEXT' buttons, with the 'NEXT' button highlighted by a red box and a red circle with the number 4.

Cloudpermit Support EN Messages

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

- Multi-Unit Dwelling - Part 3 (over 600m² or more than 3 stories)
- Multi-Unit Dwelling - Part 9 (under 600m² or 3 stories max)
- Offices, Retail or Personal Services - Part 3 (over 600m² or more than 3 stories)
- Offices, Retail or Personal Services - Part 9 (under 600m² or 3 stories max)
- Pools
- Rental Accommodation - Part 3 (over 600m² or more than 3 stories)
- Rental Accommodation - Part 9 (under 600m² or 3 stories max)
- Short-Term Accommodation - Small (Airbnb, Vrbo)
- Signs
- Single Unit Dwelling

Work type

- Addition
- Alteration or Renovation
- Damage Repair or Restoration
- Demolition
- Final or Completion Phase
- Footings and Foundation Only
- New
- Relocate Existing
- Shell or Structural Phase

Work target

- Cottage, Camp or Seasonal Dwelling
- Detached Accessory Dwelling or Garden Suite
- House (detached single unit dwelling)
- Manufactured Mini-Home or Mobile Home
- Manufactured Modular Home
- Other
- Semi-Detached Dwelling
- Tiny Home

Good to know

Description (FR-EN):
Un logement unifamilial est un bâtiment qui ne contient qu'une seule unité, servant ou destinée à servir une ou plusieurs personnes et qui comporte généralement des installations sanitaires ainsi que des installations pour préparer et consommer des repas et pour dormir. Il peut être occupé par le propriétaire ou locat, utilisé de façon permanente ou saisonnière.
Par exemple : une maison, une mini-maison, un chalet.

A single unit dwelling means a building that contains only one suite or unit, operated as a housekeeping unit, usually containing cooking, eating, living, sleeping and sanitary facilities. It may be owner occupied or rented, either used permanently or seasonally.
For example: a house, a mini-home, a cottage.

CANCEL **BACK** **NEXT** →

Step 4: Create or Select a Project

Cloudpermit organizes permit applications into **projects**. A project can contain one or multiple related permit applications for the same overall development or address. In this step, you will decide whether to use an existing project or create a new one for your application.

If this is your first application or if this permit is for a new standalone project, select **“Create a New Project.”** You will be prompted to enter a name for the project – for example, you could use your project address or a descriptive name like “Jones Residence Addition”.

Enter a project name that will help you recognize this project in the future. If you have already created a project and are adding another permit to it, you can choose the project from the list of existing projects.

Once you have either created a new project or selected an existing one, click **“Next.”**

The image displays two screenshots of the Cloudpermit web interface, illustrating the project selection process.

The top screenshot shows the "Project selection" screen. The header includes the Cloudpermit logo and navigation links for Support, EN, Messages, and a user profile icon. The main content area contains the title "Project selection" and a sub-header: "All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project." Below this, there are two buttons: "SELECT EXISTING PROJECT" and "CREATE A NEW PROJECT". The "CREATE A NEW PROJECT" button is highlighted with a red box. At the bottom right, there are "CANCEL", "BACK", and "NEXT" buttons.

The bottom screenshot shows the "Create a new application" screen. The header includes the Cloudpermit logo and navigation links for Support, EN, Messages, and a user profile icon. The main content area contains the title "Create a new application" and a progress bar with four steps: "Category", "Project", "Location", and "Summary". The "Project" step is currently active. Below the progress bar, there is a "Project selection" section with the same sub-header as the top screenshot. Below this, there are two buttons: "SELECT EXISTING PROJECT" and "CREATE A NEW PROJECT". Below these buttons, there is a text input field labeled "Name of the project" with the text "New House" entered. The input field is highlighted with a red box. Below the input field, there is a red circle with the number "1". At the bottom right, there are "CANCEL", "BACK", and "NEXT" buttons. The "NEXT" button is highlighted with a red box and a red circle with the number "2".

Step 5: Specify the Location of the Project

Now you need to identify the **property address or location** for your construction project.

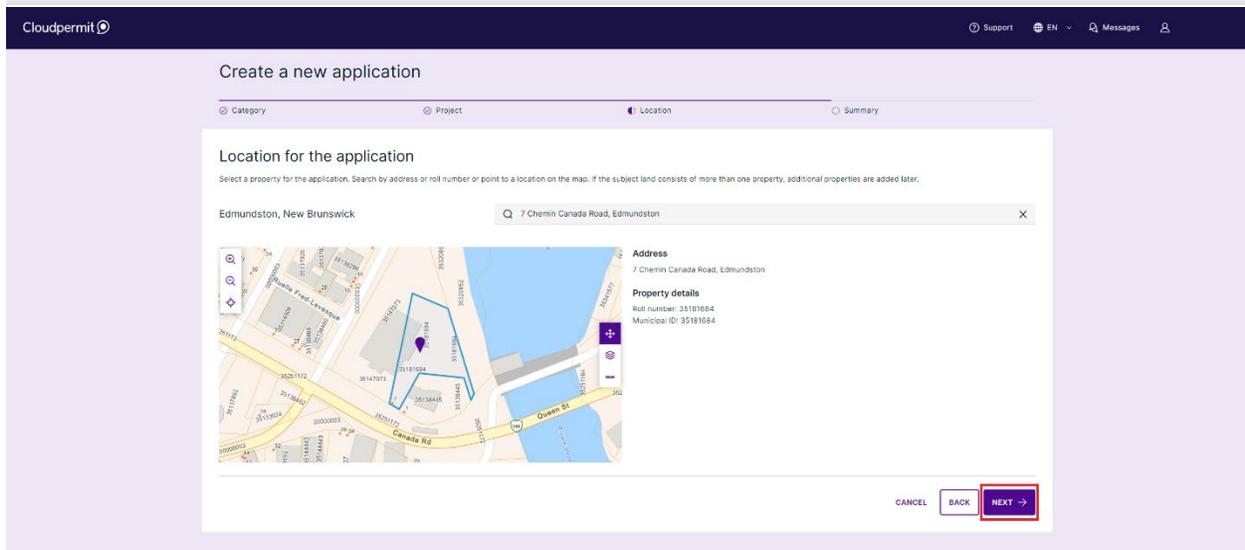
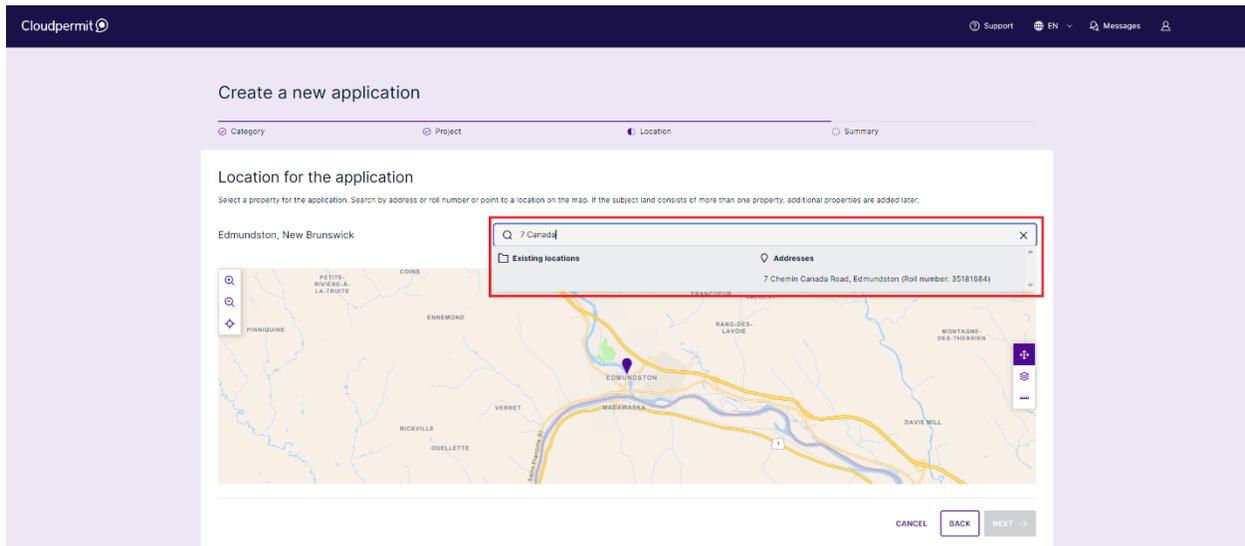
In the “Location for the Application” step, you can specify the location in a few ways: you can **search by address, search by property identification number (PID number), or pinpoint the location on the interactive map.**

The simplest method is to **start typing the street address** of the property in the search box above the map. As you type, a list of matching addresses will appear; select your address from the drop-down list.

The map will pinpoint the location once you select an address.

(If the address cannot be found or if the property doesn’t have a civic address, Cloudpermit also allows you to enter property details manually or drop a pin on the map to indicate the location.)

After selecting the correct property, click **“Next”** to proceed.



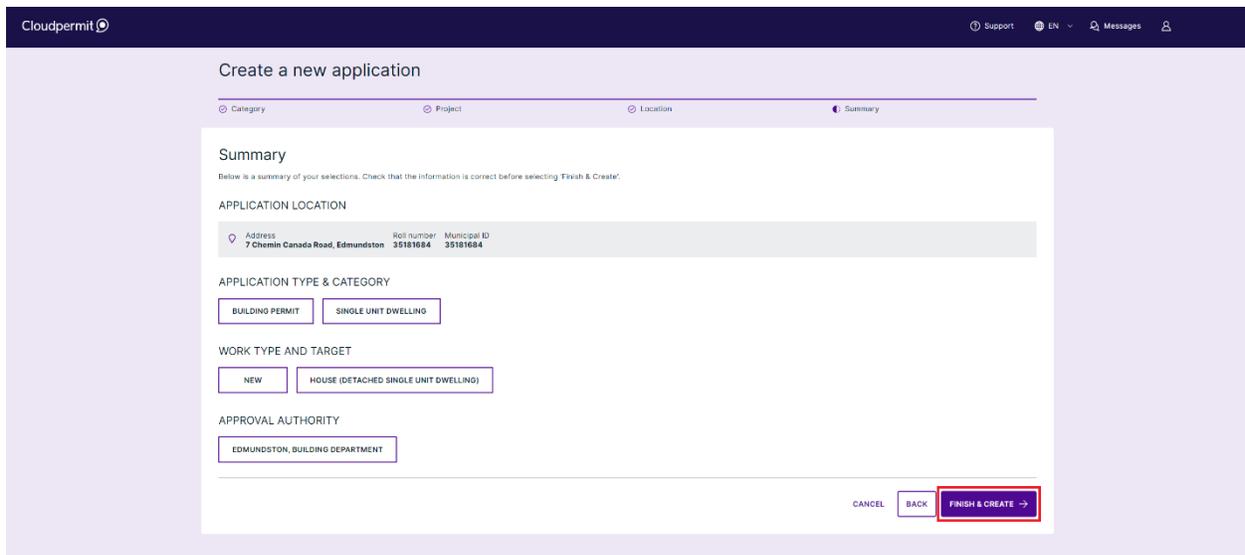
Step 6: Review Application Summary and Create the Application

Before your application is officially created, Cloudpermit will show a summary (recap) of the information you've entered so far, including the **application type, project name, and location**. Take a moment to **review all the details** you have provided.

If anything is incorrect, you can click the **“Back”** button to return to previous steps and make corrections. If everything looks accurate, proceed to finalize the application. At the bottom of the summary page, click the **“Finish and Create”** button.

This will create your application workspace in **draft** status. In other words, your permit application is now started (as a draft), but **not yet submitted**.

You will be taken into the new application's workspace where you can complete the remaining tasks required before submission.



The screenshot shows the 'Create a new application' summary page in the Cloudpermit interface. The page has a dark blue header with the Cloudpermit logo and navigation links for Support, EN, Messages, and a user profile icon. Below the header, there are four tabs: Category, Project, Location, and Summary (which is active). The main content area is titled 'Summary' and includes a sub-header 'APPLICATION LOCATION' with a table of address information: Address (7 Chemin Canada Road, Edmundston), Roll number (35181684), and Municipal ID (35181684). Below this is the 'APPLICATION TYPE & CATEGORY' section with two buttons: 'BUILDING PERMIT' and 'SINGLE UNIT DWELLING'. The 'WORK TYPE AND TARGET' section has two buttons: 'NEW' and 'HOUSE (DETACHED SINGLE UNIT DWELLING)'. The 'APPROVAL AUTHORITY' section has one button: 'EDMUNDSTON, BUILDING DEPARTMENT'. At the bottom right, there are three buttons: 'CANCEL', 'BACK', and 'FINISH & CREATE ->' (which is highlighted with a red border).

Step 7: Understand and Navigate the Required Tasks

You are now in your **building permit application workspace**. At the top of this workspace, you'll see a progress bar labelled **Required Tasks**. This section outlines all the components you need to complete before submitting your application.

Each task appears under the application bar and includes key items such as:

- **Parties** – assigning the required participants (e.g., applicant, property owner, contractor)
- **Application** – filling out the mandatory forms
- **Attachments** – uploading supporting documents
- **Fees & Payments** – reviewing and completing payment requirements

Tasks marked with a **red exclamation point (!) icon** indicate sections that are mandatory and not yet completed. Once completed, the icon will be replaced with a **green check mark**, showing that the step is done.

You must complete all tasks with red exclamation marks before you can submit your application. You can complete them in any order, but most users begin by filling in the **Parties** section.

The screenshot displays the Cloudpermit interface for a building permit application. At the top, the header includes the Cloudpermit logo, navigation links for Support, EN, and Messages, and a user profile icon. Below the header, the breadcrumb trail shows 'New House / 7 Chemin Canada Road, Edmundston'. The main content area is titled 'Building Permit' and '7 Chemin Canada Road, Edmundston, Edmundston', with a 'Latest location update: 2025-11-13, 8:18 a.m.' timestamp. Key details include 'Category: Single Unit Dwelling', 'Work type: New', and 'Work target: House (detached single unit dwelling)'. There are buttons for 'SHOW MAP' and 'HIDE FULL DATA'. Below this, there are links for 'Show messages' and 'Email notifications' (set to YES). A table lists 'Roll number: 35181684', 'Permit number: -', and 'Municipal ID: 35181684'. A progress bar indicates 'CURRENT STEP: DRAFT 1/5' and 'NEXT STEP: SUBMITTED'. The 'REQUIRED TASKS' section shows a progress bar with four items: 'Parties' (red exclamation point), 'Application' (red exclamation point), 'Attachments' (green check mark), and 'Fees & Payments' (red exclamation point). A legend explains the icons: a red exclamation point means 'Add required application parties: Property owner', a green check mark means 'Make sure you have filled in all required form fields', and a red exclamation point means 'Application needs to be signed off before submission'. Below the progress bar, two task cards are visible: '1 PARTIES TO THE APPLICATION' and '1 APPLICATION FORMS', both with 'Open' buttons.

Step 8: Add Required Application Parties

In your application workspace, locate the **Parties to the Application** section. Click to expand it if it's not already open. This is where Cloudpermit lists the roles that must be filled for your application to be complete — typically the **Applicant**, the **General Contractor**, and the **Property Owner**.

The screenshot displays the Cloudpermit application workspace for a Building Permit at 7 Chemin Canada Road, Edmundston. The interface includes a top navigation bar with 'Cloudpermit', 'Support', 'EN', 'Messages', and a user profile icon. Below the navigation bar, there are links for 'BACK TO DASHBOARD' and 'New House / 7 Chemin Canada Road, Edmundston', along with 'MORE ACTIONS' and 'SIGN OFF APPLICATION' buttons.

The main content area shows the permit details: 'Building Permit', '7 Chemin Canada Road, Edmundston, Edmundston', and 'Latest location update: 2025-11-13, 8:18 a.m.'. It also lists 'Category: Single Unit Dwelling', 'Work type: New', and 'Work target: House (detached single unit dwelling)'. There are buttons for 'SHOW MAP' and 'HIDE FULL DATA'. Below this, there are search filters for 'Show messages' and 'Email notifications' (set to YES). A table displays 'Roll number: 35181684', 'Permit number: -', and 'Municipal ID: 35181684'.

The 'APPLICATION' section shows 'CURRENT STEP: DRAFT 1/5' and 'NEXT STEP: SUBMITTED'. A 'REQUIRED TASKS' progress bar indicates that 'Parties' and 'Application' are incomplete (marked with red circles), while 'Attachments' is complete (marked with a green check) and 'Fees & Payments' is pending (marked with a red circle). A legend explains the icons: a red circle with a red 'X' for 'Add required application parties: Property owner', a red circle with a white 'X' for 'Make sure you have filled in all required form fields', and a red circle with a white checkmark for 'Application needs to be signed off before submission'.

Below the progress bar, there are two expandable sections: '1 PARTIES TO THE APPLICATION' (highlighted with a red box) and '1 APPLICATION FORMS'. The 'PARTIES TO THE APPLICATION' section is expanded, showing 'Mandatory roles for this application' and instructions: 'To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.' Under 'ASSIGN ROLES', there are three dropdown menus: 'APPLICANT' (highlighted with a red box), 'GENERAL CONTRACTOR', and 'PROPERTY OWNER'. Below this, there is an 'Additional parties' section with instructions: 'To invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.' and an 'ADD OR INVITE PARTY' button with a plus sign.

The bottom of the screenshot shows the '1 APPLICATION FORMS' section, which is currently collapsed.

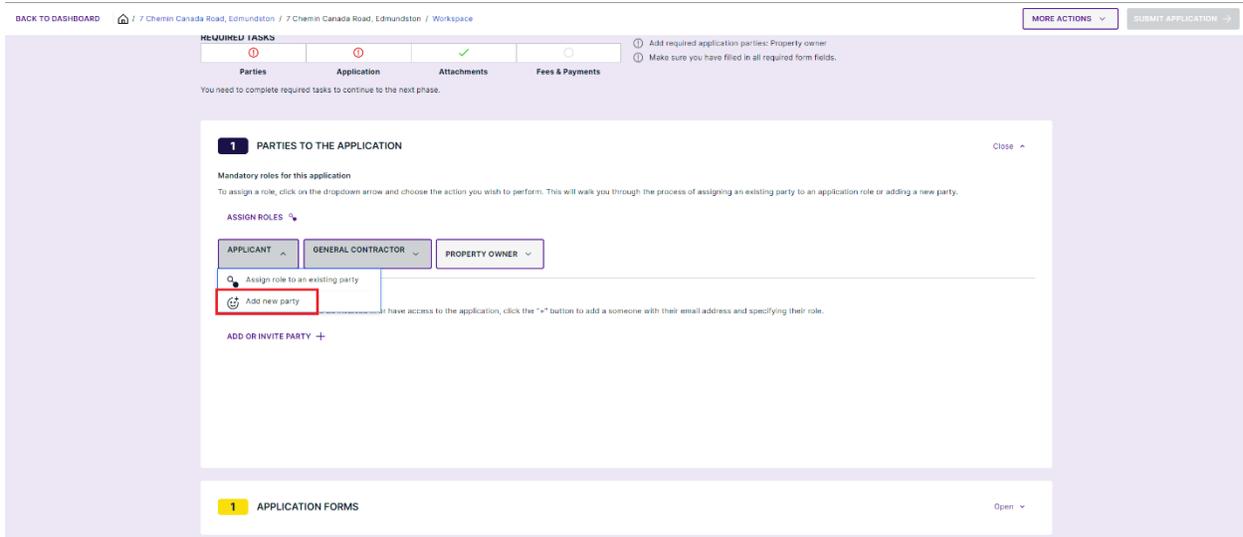
Step 8 (continued): Let's start by adding the Applicant.

Click on the **Applicant** field to begin.

You'll see two options:

Assign role to an existing party or **Add a new party**.

Since this is the first party you're adding to the application, click on **Add a new party**.



A new window will open. Begin by entering the party's **email address**. Note that email is *not mandatory* — if you prefer not to receive email notifications or don't wish to provide an email address, it won't prevent you from submitting your application.

Add party



An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Intee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address

Input details manually and add the party immediately

Intee will act in role(s) of *

Applicant

SELECT ROLE(S) +

CANCEL X

SEND INVITE

Step 8 (continued): After entering the email, check the box labelled “Input details manually and add the party immediately” to continue.

Add party

×

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address

mail@example.com

Input details manually and add the party immediately

Invitee will act in role(s) of *

Applicant ×

SELECT ROLE(S) +

CANCEL ×

SEND INVITE 

This will reveal the fields you need to complete. Fill out the contact information for the party. Only fields marked with a red asterisk are mandatory.

Add party

×

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address

mail@example.com

Input details manually and add the party immediately

First name *	Last name *	Street address *	Unit number
John	Doe	123 Main street	Apartment, suite, etc
City *	Province *	Postal code *	Corporation or partnership
E.g. Windsor	E.g. Ontario	A1A 1A1	Your Company
Mobile phone *	Other phone		
 +1 123-456-7890	 +1 123-456-7890		

Invitee will act in role(s) of *

Applicant ×

SELECT ROLE(S) +

CANCEL ×

ADD 

Step 8 (continued): Once all necessary details are filled in, click the Add button at the bottom right of the window to confirm. The party is now added to your application.

Add party ×

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address

mail@example.com

Input details manually and add the party immediately

First name *	Last name *	Street address *	Unit number
John	Doe	7 Canada Road	Apartment, suite, etc
City *	Province *	Postal code *	Corporation or partnership
Edmundston	NB	E3V 1T6	Your Company
Mobile phone *	Other phone		
+1 (506) 739-2125	+1 123-456-7890		

Invitee will act in role(s) of *

Property owner ×

SELECT ROLE(S) +

CANCEL ×

ADD 

Now that at least one party has been added, you can assign them to another role without re-entering their information. For example, if the same person is also the Property Owner or General Contractor, click on the appropriate role, then select Assign role to an existing party.

BACK TO DASHBOARD | 7 Chemin Canada Road, Edmundston / 7 Chemin Canada Road, Edmundston / Workspace | MORE ACTIONS | SUBMIT APPLICATION

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
---------	-------------	-------------	-----------------

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

1 PARTIES TO THE APPLICATION Close

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT | GENERAL CONTRACTOR | PROPERTY OWNER

Assign role to an existing party

Add new party

ADD OR INVITE PARTY

1 APPLICATION FORMS Open

① Add required application parties: Property owner
② Make sure you have filled in all required form fields.

Step 8 (continued): Choose the role from the drop-down, check the box next to the name of the person you're assigning, and click Close to confirm.

Assign roles ×

Choose a role to assign

Applicant

Select parties to the role

John Doe (1 role)

CLOSE ×

Assign roles ×

Choose a role to assign

Applicant

Select parties to the role

John Doe (1 role)

CLOSE ×

Assign roles ×

Choose a role to assign

Applicant

Select parties to the role

John Doe (1 role)

CLOSE ×

Step 8 (continued): Repeat these steps for the General Contractor and the Property Owner. If your project includes additional parties — such as an architect, engineer, or designer — you can add them as needed using the same process.

BACK TO DASHBOARD / 7 Chemin Canada Road, Edmonton / 7 Chemin Canada Road, Edmonton / Workspace MORE ACTIONS SUBMIT APPLICATION

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
---------	-------------	-------------	-----------------

① Add required application parties: General contractor, Property owner
② Make sure you have filled in all required form fields.

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

1 PARTIES TO THE APPLICATION Close

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT GENERAL CONTRACTOR PROPERTY OWNER

Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.

ADD OR INVITE PARTY

1 APPLICATION FORMS Open

BACK TO DASHBOARD / 7 Chemin Canada Road, Edmonton / 7 Chemin Canada Road, Edmonton / Workspace MORE ACTIONS SUBMIT APPLICATION

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
---------	-------------	-------------	-----------------

① Add required application parties: General contractor, Property owner
② Make sure you have filled in all required form fields.

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

1 PARTIES TO THE APPLICATION Close

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT (Marc Bélanger) GENERAL CONTRACTOR PROPERTY OWNER

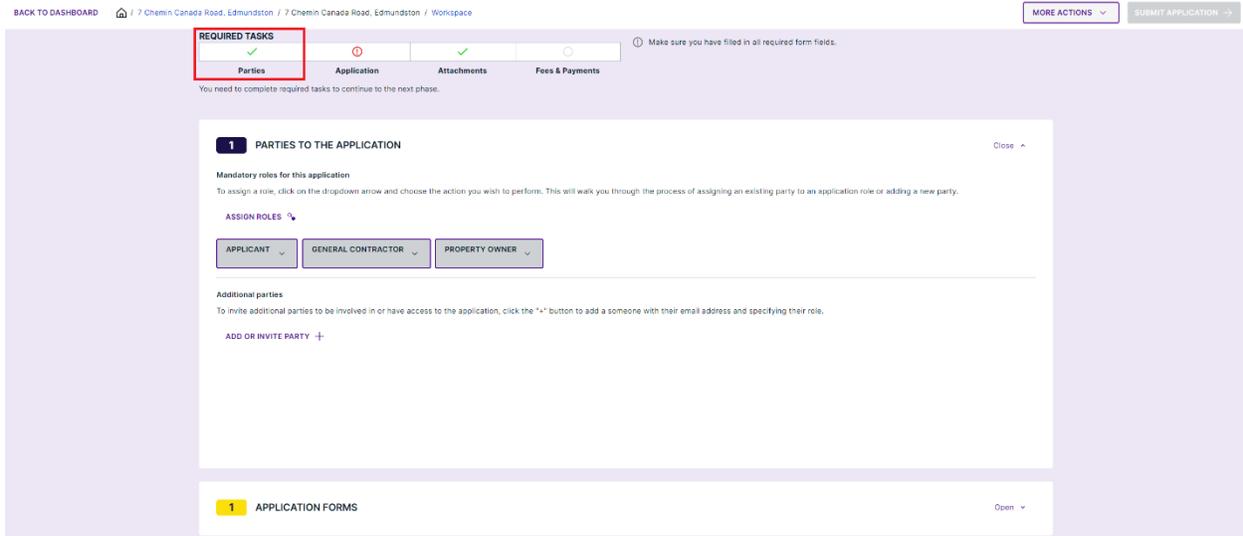
Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.

ADD OR INVITE PARTY

1 APPLICATION FORMS Open

Step 8 (continued): Once all mandatory parties have been added and their roles assigned, you'll see a green check mark appear beside the "Parties" task in the Required Tasks section. This confirms you've completed this part of the application and can move on to the next step.

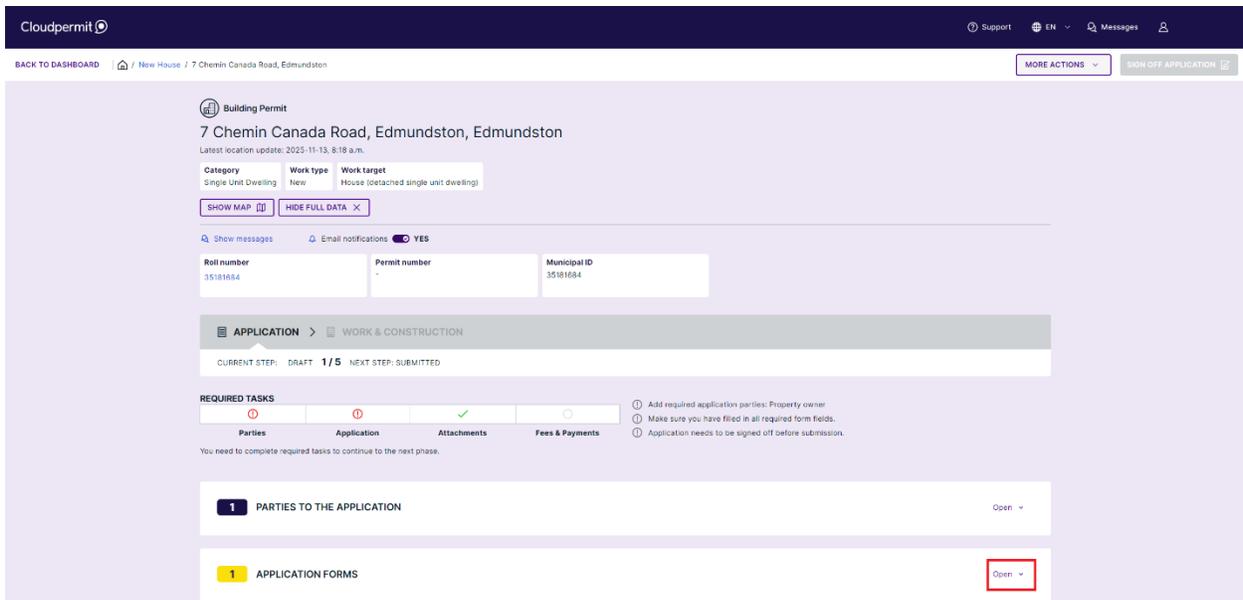


Step 9: Fill Out the Application Form(s)

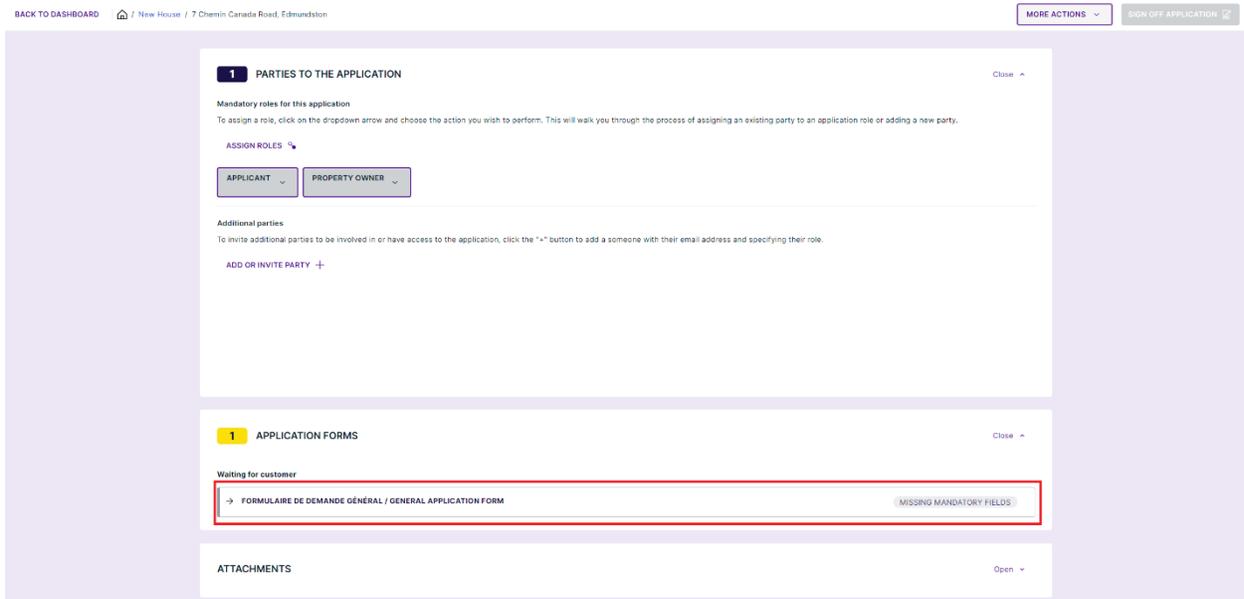
Once the Parties section is complete, the next task is to fill out the application form.

Click the "Open" drop-down next to "Application Forms".

This will display the form(s) you need to complete for your permit request. In most cases, there's only one — the **General Application Form**.



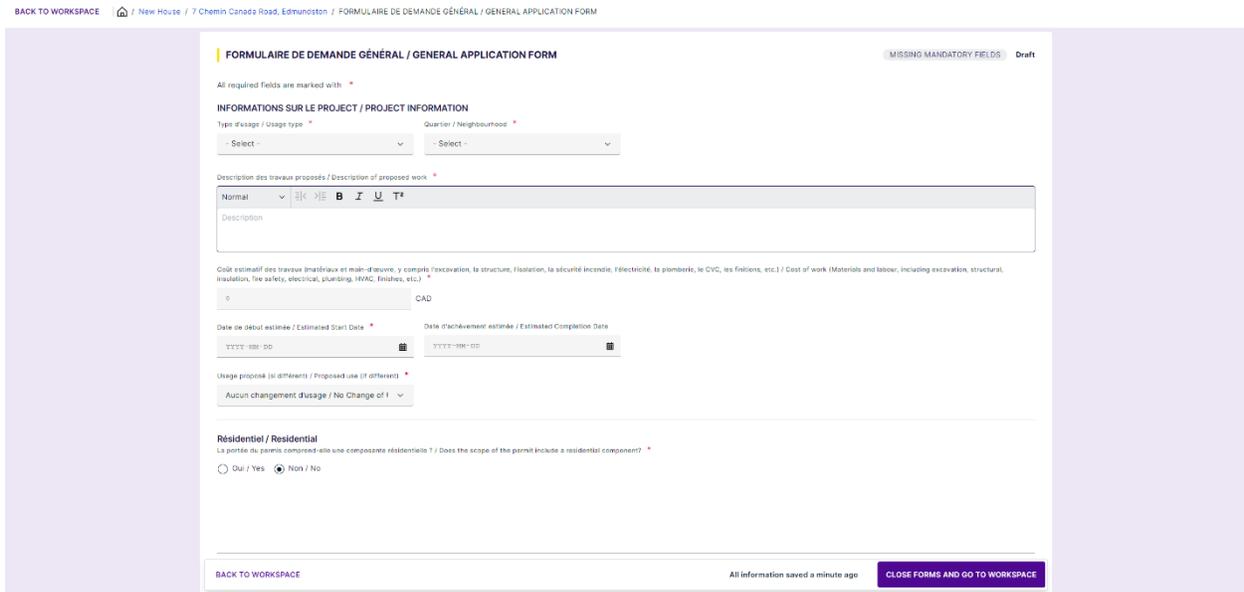
Step 9 (continued): Click directly on the form name to open it. The form will load within Cloudpermit.



Fill in the fields as requested.

Just like other parts of the system, only fields marked with a **red asterisk (*)** are mandatory to proceed.

Provide accurate information about your project details, such as the type of construction, intended use, and any other required specifications.



Step 9 (continued): Once you’ve filled out the form, click “Close Forms and Go to Workspace” at the bottom right of the screen.

If your permit type includes more than one form, be sure to complete **all of them** before continuing.

BACK TO WORKSPACE / New House / 7 Chemin Canada Road, Edmundston / FORMULAIRE DE DEMANDE GÉNÉRAL / GENERAL APPLICATION FORM

INFORMATIONS SUR LE PROJET / PROJECT INFORMATION

Type d'usage / Usage type: Résidentielle / Residential
Quartier / Neighbourhood: Edmundston

Description des travaux proposés / Description of proposed work:
Normal
Construction of a 1,500 sq. ft. single family home on concrete foundations with an attached garage. The new main building will be positioned at the minimum setback prescribed by Zoning By-law 33R2024. The work also includes a balcony at the front and rear of the house, as well as a shed at the back of the property, installed at the minimum distance required by the zoning by-law, i.e., 4 feet from the right-side and rear property lines.

Coût estimé des travaux (matériaux et main-d'œuvre, y compris l'excavation, la structure, l'isolation, la sécurité incendie, l'électricité, la plomberie, le HVAC, les finitions, etc.) / Cost of work (Materials and labour, including excavation, structural, insulation, fire safety, electrical, plumbing, HVAC, finishes, etc.): 100000 CAD

Date de début estimée / Estimated Start Date: 2025-11-14
Date d'achèvement estimée / Estimated Completion Date: 2025-11-14

Usage proposé (si différent) / Proposed use (if different): Résidentielle / Residential

Résidentiel / Residential
La portée du permis comprend-elle une composante résidentielle ? / Does the scope of the permit include a residential component?
 Oui / Yes Non / No

Ce permis comprend-il un ou des logements secondaires (ex. : appartement au sous-sol) ? / Does this permit include one or more secondary suites (e.g., basement apartment)?
 Oui / Yes Non / No

La portée du permis comprend-elle la démolition ou la suppression d'un ou de plusieurs logements ? / Does the scope of the permit include the demolition or removal of one or more dwelling units?
 Oui / Yes Non / No

INFORMATION: BACK TO WORKSPACE All information saved a minute ago **CLOSE FORMS AND GO TO WORKSPACE**

After clicking “Close Forms and Go to Workspace,” you will be brought back to your application workspace.

You should now see a new **green check mark** over the **Application** task in the Required Tasks panel, indicating the form section is complete.

Cloudpermit / Support / EN / Messages

BACK TO DASHBOARD / New House / 7 Chemin Canada Road, Edmundston MORE ACTIONS / SUBMIT APPLICATION

Building Permit

7 Chemin Canada Road, Edmundston, Edmundston
Latest location update: 2025-11-13, 8:18 a.m.

Category: Single Unit Dwelling | Work type: New | Work target: House (detached single unit dwelling)

Show messages | Email notifications: YES

Roll number: 35181884 | Permit number: - | Municipal ID: 35181884

APPLICATION > WORK & CONSTRUCTION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

Parties ✓ Application ✓ Attachments ✓ Fees & Payments ○

Step 10: Uploading Attachments

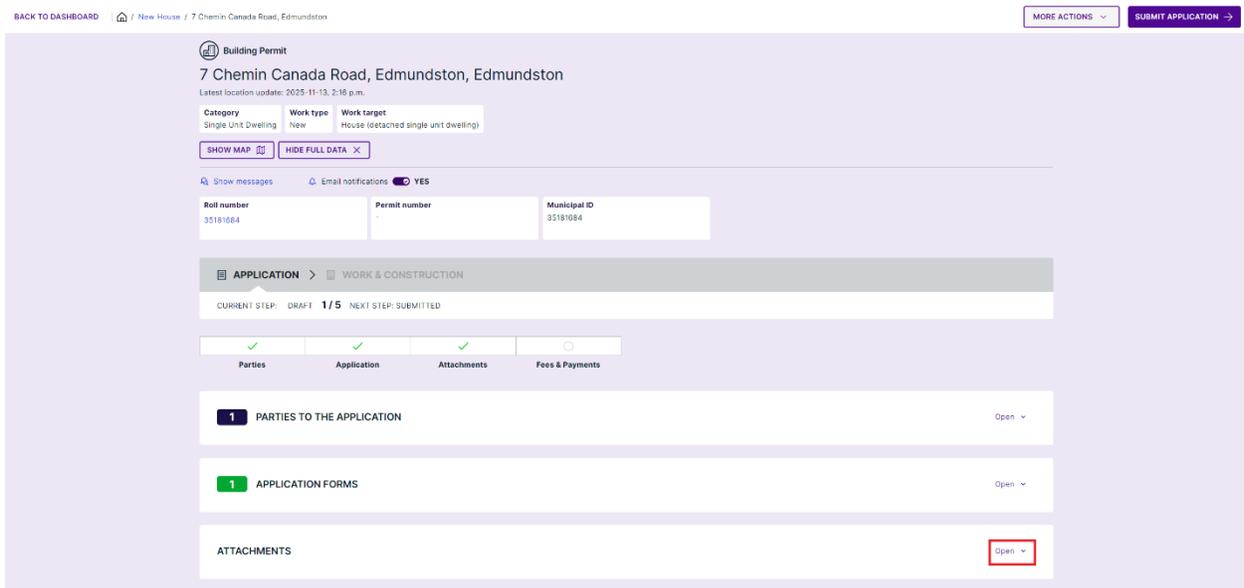
Next, you will move on to uploading any required attachments.

Note: If you do **not** have any attachments to upload and all your Required Tasks are marked complete (three green check marks for **Parties**, **Application**, and **Attachments**), you may choose to submit the request as-is by skipping directly to **Step 11** (click **Submit Application** at the top right of the screen).

That said, it is **highly recommended** to provide as much information and documentation as possible at this stage to avoid processing delays or follow-up requests caused by missing materials.

To upload files, click the **“Open”** drop-down next to **Attachments**.

A window will appear showing the upload area.



Building Permit
7 Chemin Canada Road, Edmundston, Edmundston
Latest location update: 2025-11-13, 2:18 p.m.

Category: Single Unit Dwelling | Work type: New | Work target: House (detached single unit dwelling)

SHOW MAP | HIDE FULL DATA

Show messages | Email notifications: YES

Roll number 35181084	Permit number -	Municipal ID 35181084
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APPLICATION > WORK & CONSTRUCTION

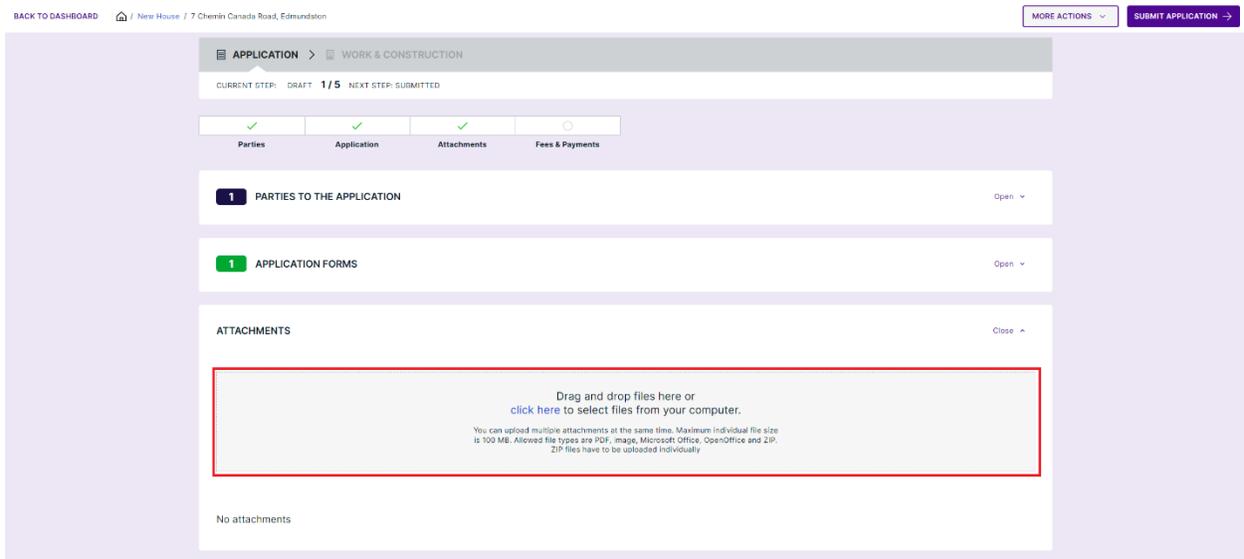
CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

Parties	Application	Attachments	Fees & Payments
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1 PARTIES TO THE APPLICATION Open

1 APPLICATION FORMS Open

ATTACHMENTS Open



APPLICATION > WORK & CONSTRUCTION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

Parties	Application	Attachments	Fees & Payments
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1 PARTIES TO THE APPLICATION Open

1 APPLICATION FORMS Open

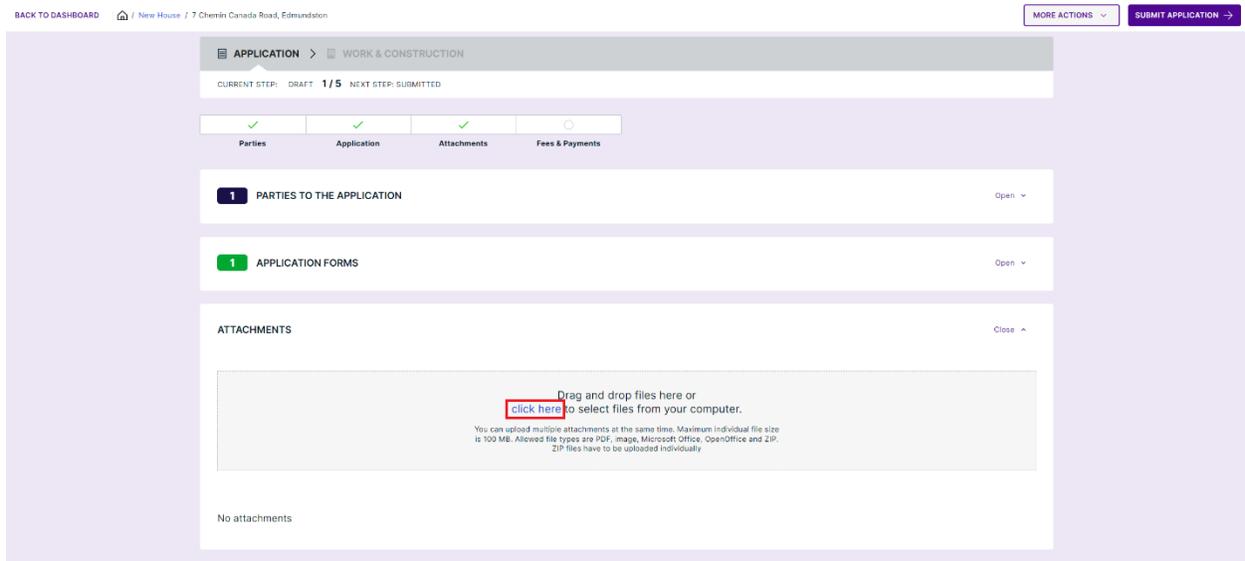
ATTACHMENTS Close

Drag and drop files here or
[click here](#) to select files from your computer.

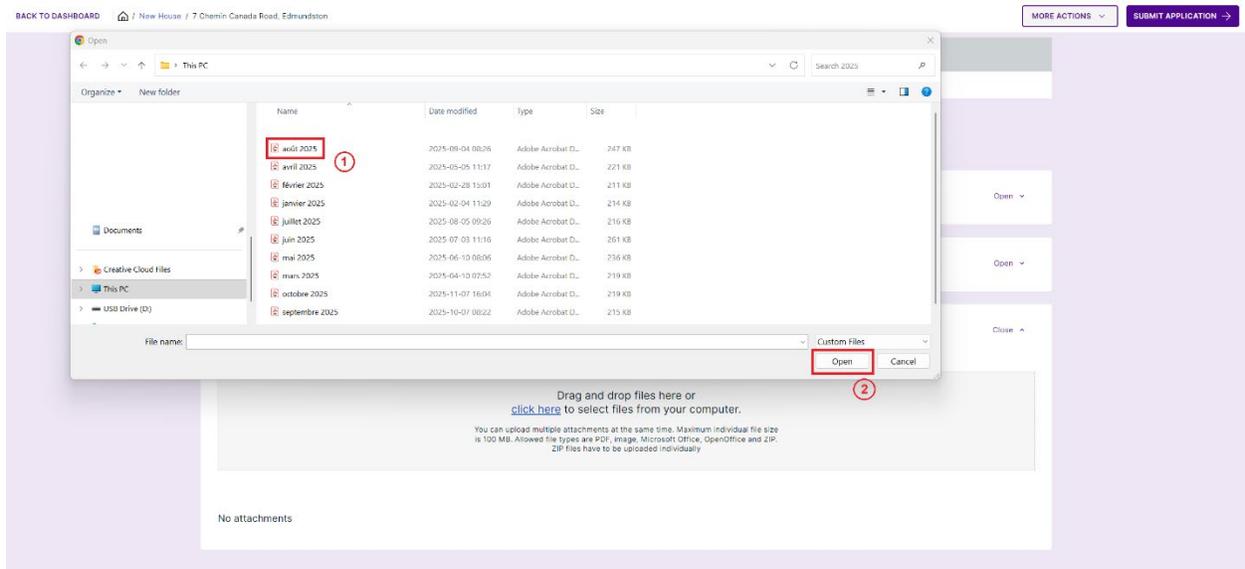
You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually.

No attachments

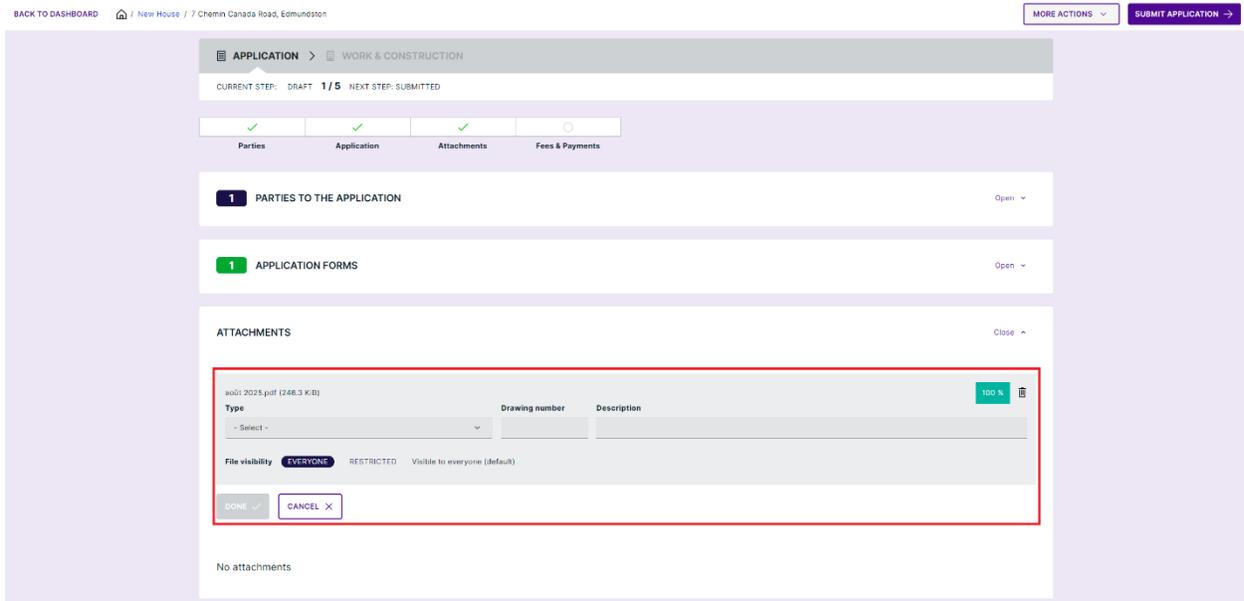
Step 10 (continued): You can either drag and drop your files into the gray upload square or click on the “Click here” link in the attachment dialog to browse files manually.



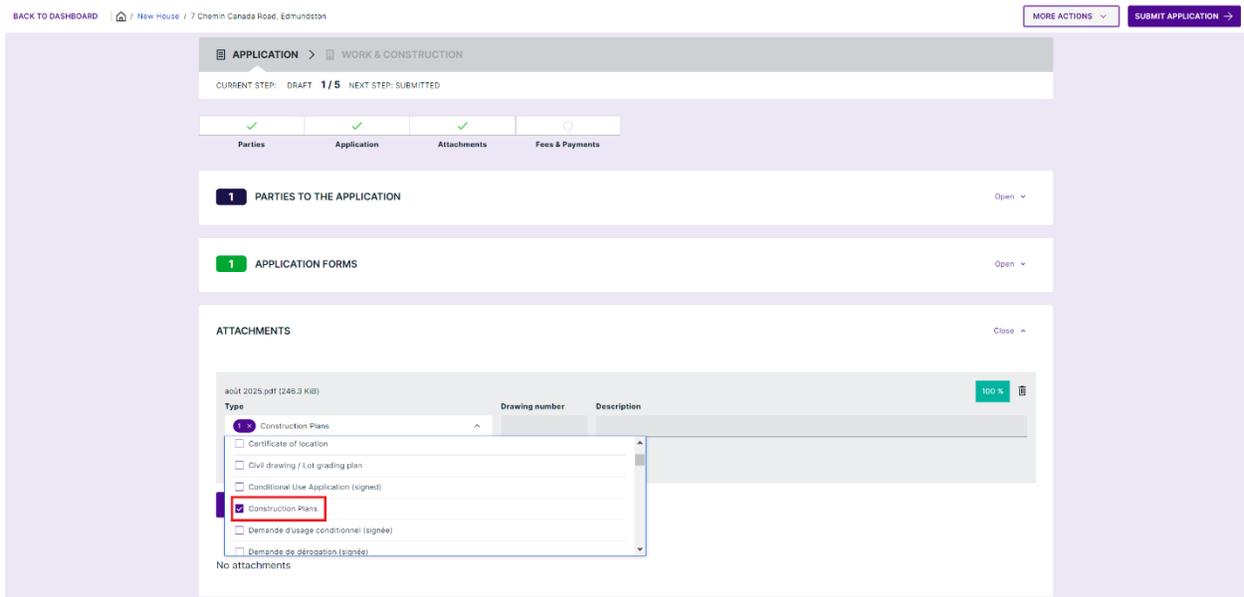
A file picker window will open. Locate the file on your computer, select it, and click **Open**.



Step 10 (continued): Once the file has been uploaded, it will appear in the attachments section.

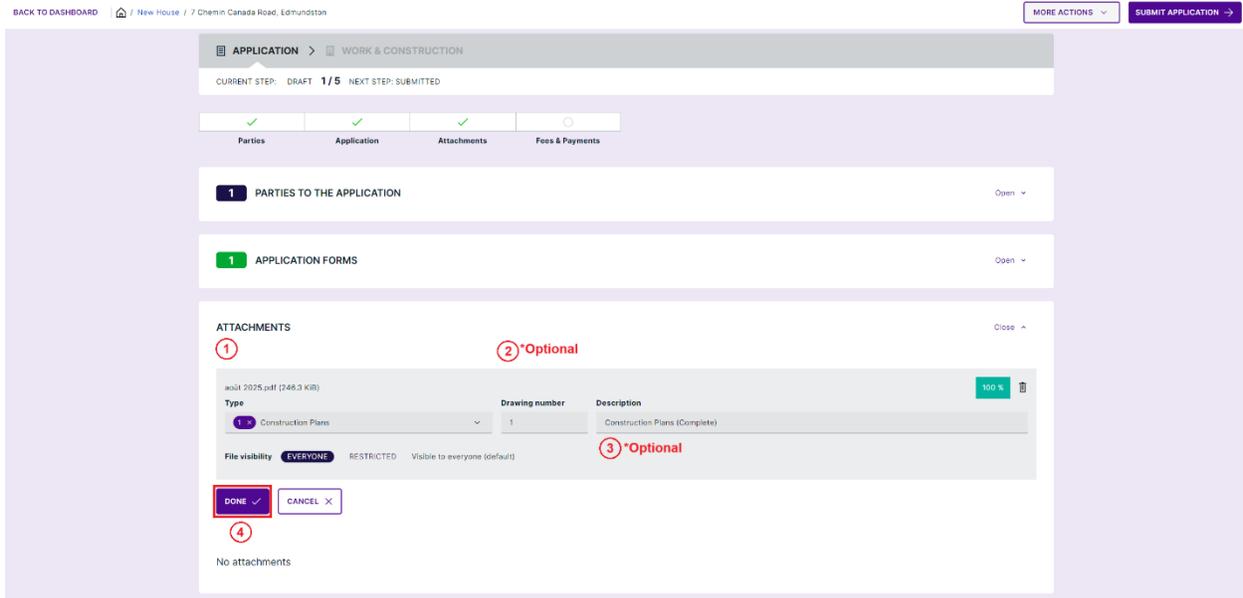


Next, select the type of attachment from the drop-down menu e.g., **Construction Plans**, **Certificate of Location**, **Geotechnical Report / Soil Testing**, **Watercourse & Wetland Alteration Permit (WAWA)**, other project-specific documents, etc.

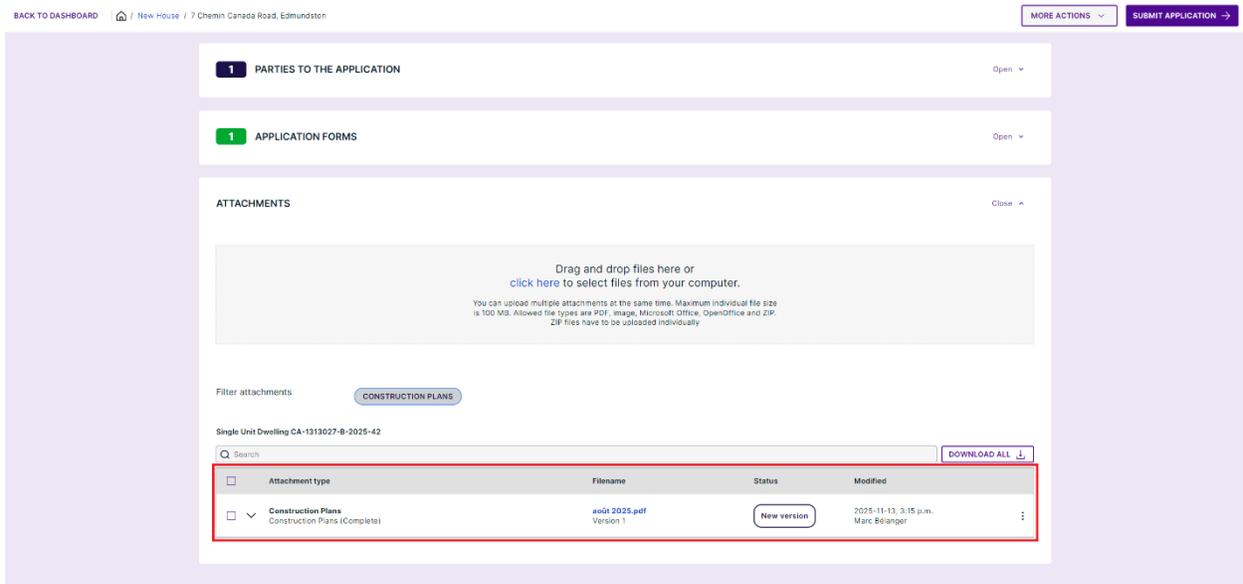


Step 10 (continued): You may optionally add a drawing number (useful when uploading multiple plans) and/or a file description to help City staff identify the content.

Once all details are entered, click **Done** at the bottom left to finalize the upload. Repeat these steps for any additional attachments you want to include.



After clicking Done, the file will appear in the attachment list at the bottom of the window. Review the list to confirm that all necessary documents are present and properly categorized.



Step 11: Submit Your Permit Application

Once you have added all the **required parties**, **completed the necessary application forms**, and **uploaded any supporting attachments**, your application should now be ready for submission.

Look to the top right corner of the application workspace for the **“Submit Application”** button.

If all mandatory tasks have been completed, this button will appear purple and active. Clicking it will officially send your application to the City of Edmundston for review.

The screenshot shows the Cloudpermit application workspace for a Building Permit at 7 Chemin Canada Road, Edmundston, Edmundston. The latest location update is 2025-11-13, 2:18 p.m. The application is currently in the 'Draft' stage (1/5 steps). The status tracker shows 'Parties' and 'Application' as completed (green checkmarks), while 'Attachments' and 'Fees & Payments' are not (grey circles). The 'Submit Application' button in the top right corner is highlighted with a red box.

Roll number	Permit number	Municipal ID
35181084	-	35181084

APPLICATION > WORK & CONSTRUCTION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

Parties Application Attachments Fees & Payments

1 PARTIES TO THE APPLICATION Open

1 APPLICATION FORMS Open

After submission, the status of your application will automatically update from **Draft** to **Submitted**, and you will see this change reflected in the workspace's status tracker. If you included your email address when entering one of the party details, you will receive a **confirmation email** as well.

The screenshot shows the same Cloudpermit application workspace after submission. The latest location update is 2025-12-08, 1:49 p.m. The application is now in the 'Submitted' stage (2/5 steps). The status tracker shows 'Parties', 'Application', and 'Attachments' as completed (green checkmarks), while 'Fees & Payments' is not (grey circle). The 'Submitted' status is highlighted with a red box.

Roll number	Permit number	Municipal ID	Submitted
35181084	C25-0038	35181084	2025-11-13, 3:18 p.m.

APPLICATION > WORK & CONSTRUCTION

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

Parties Application Attachments Fees & Payments

1 PARTIES TO THE APPLICATION Open

1 APPLICATION FORMS Open

Step 11 (continued): At this stage, the City's Development Department will be notified and will begin processing your request.

You will be able to monitor progress **directly through Cloudpermit.**

Any updates, additional information requests, or decisions will be communicated through the platform.

Important:

Keep in mind, however, that if you invited any other parties to the application (such as the property owner or general contractor) and they have not yet accepted their invitation, **Cloudpermit may not allow you to submit** until those roles are officially filled. To avoid delays, make sure that all invited parties have either **accepted their role** or that **their information has been entered manually** before you click **submit**.

Conclusion

By following this guide, you can successfully complete and submit your construction permit application online using **Cloudpermit.**

Before clicking **submit**, take a moment to carefully review all entered information and ensure that any required documents are attached. **Incomplete or inaccurate applications can result in processing delays.**

After submission, monitor both your **email** and the **Cloudpermit dashboard** for updates or requests for additional information from the **City of Edmundston's Development Department.** They will review your application and reach out if further clarification is needed.

If you have any questions or encounter challenges at any point during the process, don't hesitate to contact the Development Services team. They are here to assist you and ensure that your application is completed correctly.

Thank you for using our new online platform, Cloudpermit, and best of luck with your project!

City of Edmundston – Development Services

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Tel.: 506.739.2125