Getting Started

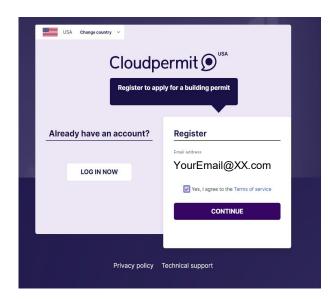
with the Cloudpermit Land Use Permit System

Empire Township is pleased to offer residents, builders, and the business community **Cloudpermit** – an online system to apply for and track your Land Use permits.

The Cloudpermit Land Use permit system allows you to apply for and to see the status of your application anywhere, at any time*. You can start an application and finish it later, and receive email updates on the status of your permit application.

To Create an Account

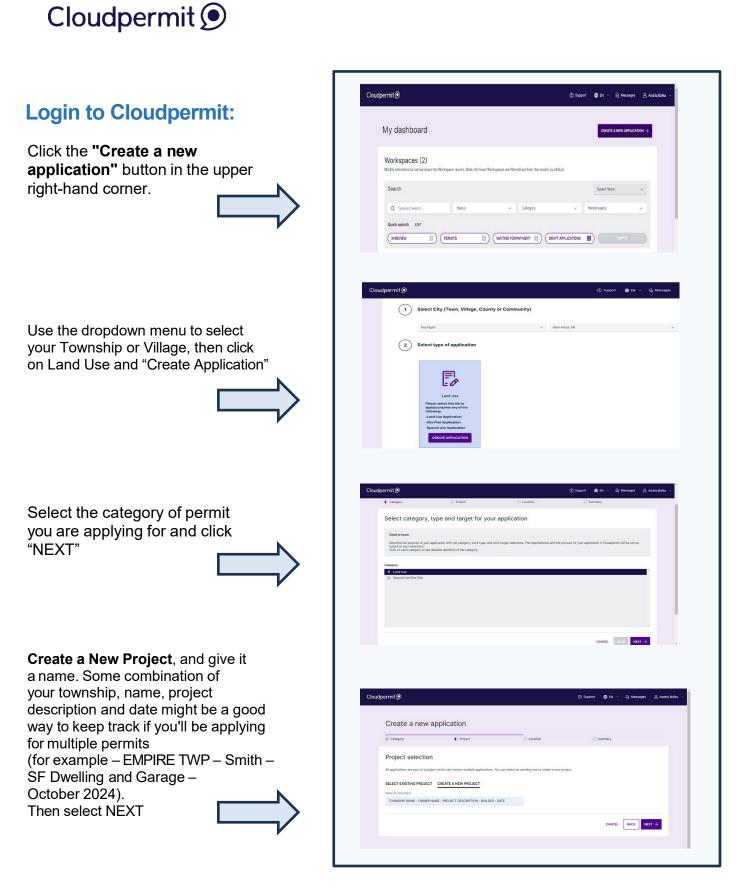
To get started with Cloudpermit, you need to Create an Account. Note, you will need an email address to use the system.



- 1. Go to the Cloudpermit site at https://us.cloudpermit.com/login
- 2. Click on "Create a New Account" found under the "continue" arrow.
- 3. Provide your email address.
- 4. Cloudpermit will send an email to the address you have provided.
- 5. Open the email and complete the registration process.

The next time you visit the site, you'll login using your email and password.

* Cloudpermit is not compatible to apply for permits on a cell phone. Please use a tablet, laptop or PC to apply for your permit.



Provide the Location where the work will be taking place.

Type your address or tax ID/parcel number in the upper right-hand corner, and the property should be offered as a selection. You can also find your property by clicking on the map. Once you have the correct location (it appears under the map), select NEXT

Location for the application		
	umber, or point to a location on the map. If the subject land consists	of more than one property, additional properties are added
Glen Arbor, MI, Michigan	Q 2544	×
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		CANCEL BACK NEXT ->

Draft Permit Application

You'll now see your draft Land Use Permit application. You'll need to provide required information before submitting your application request.

Ensure the "receive email notifications" is marked as YES. (Email is the primary way in which we will communicate with you throughout the process.)

Required Tasks are next

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REQUIRED TASKS	O	O		Add required application parties: Property owner, Contractor's / Agent's Name
Parties	Application	Attachments	Fees & Payments	Make sure you have filled in all required form fields. Application needs to be signed off before submission.
You need to complete	required tasks to continue to	o the next phase.		
1 PART	IES TO THE APPLICAT	TION		Open v
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	ICATION FORMS	TION		

These tasks are: Parties of the Application, the Application information, and Attachments.

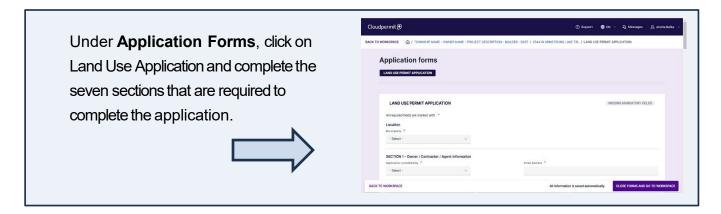
Under **Parties of the Application**, you can add email addresses for other people and/or companies that should have access to the application. You may wish to add your spouse, contractor.

You must have an owner and an applicant. Make sure to include contact information for both. Note the owner and applicant may be the same person.

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 may wish to give your building contractor the ability to add new information, for example the health department or soil erosion permit.

You can also opt to type in the information manually, in which case the party will not receive an email indicating they have been added to the application.

	joebuilder@gmai	Lcom	Modify application	
PARTIES TO THE APPLICATION	Input details m immediately	anually and add the party	Add new applica	tions
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1158010.01 ·····	SELECT ROLE(S)	+		
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Under "Attachments"

You are also required to provide Attachments like site plans, health department permits, etc.

Click on the "Attachments" title to see what is required for your project. A minimum requirement for a Land Use Permit is a Site Plan, but new dwellings require a Health Dept Permit, a Driveway Permit, and, if the property is within 500 feet of a lake or stream a Soil Erosion Permit.

Some applicants building on empty lots may also have to provide an address assignment document provided by the county Building Planning Department.

Questions? Email: <u>SUPPORT@ALLPERMITS.COM</u>

Cloudpermit 🗩	
Upload your items by dragging them into the grey box OR using the "click here" button to upload them from your computer.	Cose +
Once they have uploaded, select the type of attachment and then click on "done".	
Do this for all the required attachments.	Image: Section 4. Section 4. Main strater (pdf 16337 768) Type Description Tipe Description File visibility (VERICE) ESTINCTIO Visible to everyone (strictel) Description To attachments No attachments

If at any time you need to change or update the attachments (prior to submitting your application), you can delete items using the garbage can icons and upload again.

Sign Off on the Application

At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.

Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."

Note that you can download a copy of the signoff form at the top of the page.



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BACK TO DASHBOARD () / TOWNSHIP NAME - OWNER NAME - PROJECT DESCRIPTION - BULDER - DATE / 2544 W ARMSTRONG LAKE TRL	SIGN OFF APPLICATION
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Parties Application Attachments Frees & Payments	
bu need to complete required tasks to continue to the next phase.	
2 PARTIES TO THE APPLICATION	Close A
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	pplication role or
adding a rew party.	
ASSIGN ROLES 9	
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Submit your Application

You will receive an email to confirm that your application has been submitted, and you'll receive subsequent emails regarding its status. You will also receive an email advising you when the Land Use permit is ready, how much the fees are, and how to pay.

To Pay for your Permit

You will be notified by Staff what the permit fee is and can drop at check payable to Empire Township at the Township Office OR mail it to: Zoning Administrator, PO Box 226, Lake Leelanau, MI 49653. The Township does not take credit card payments, only cash or check. Additionally, all fees are due prior to Staff issuing an approved land use permit.

Tips

New Build Requirements – all sections of the application, a site plan, a soil erosion permit if within 500' of a stream or lake, a health dept. permit, an address assignment if building on an empty lot, and a driveway permit.

Minimum Requirements - all sections of the application and a site plan

Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if we are waiting for 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.

Need Help?

Visit https://support-us.cloudpermit.com/en/support/home for answers to commonly asked questions (24/7 365) You can also contact support@allpermits.com, however responses can take up to 72 hours or longer.