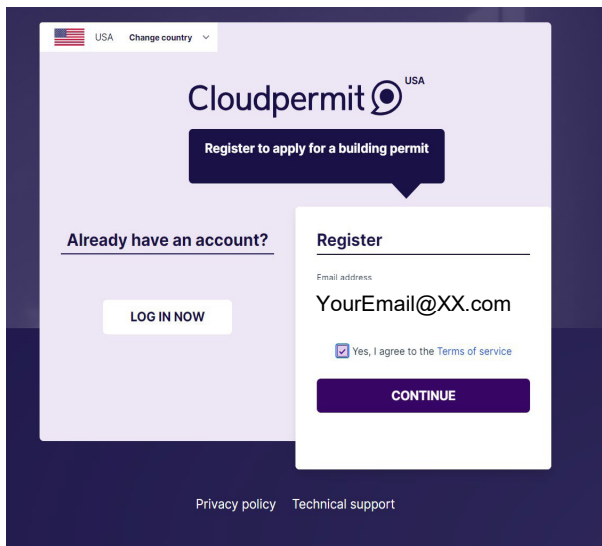**Cloudpermit** ◉

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.**

Questions? Email: SUPPORT@ALLPERMITS.COM

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Login to Cloudpermit:

Click the **"Create a new application"** button in the upper right-hand corner.

Use the dropdown menu to select your Township or Village, then click on Land Use and "Create Application"

Select the category of permit you are applying for and click "NEXT"

Create a New Project, and give it a name. Some combination of your township, name, project description and date might be a good way to keep track if you'll be applying for multiple permits
(for example – EMPIRE TWP – Smith – SF Dwelling and Garage – October 2024).
Then select NEXT

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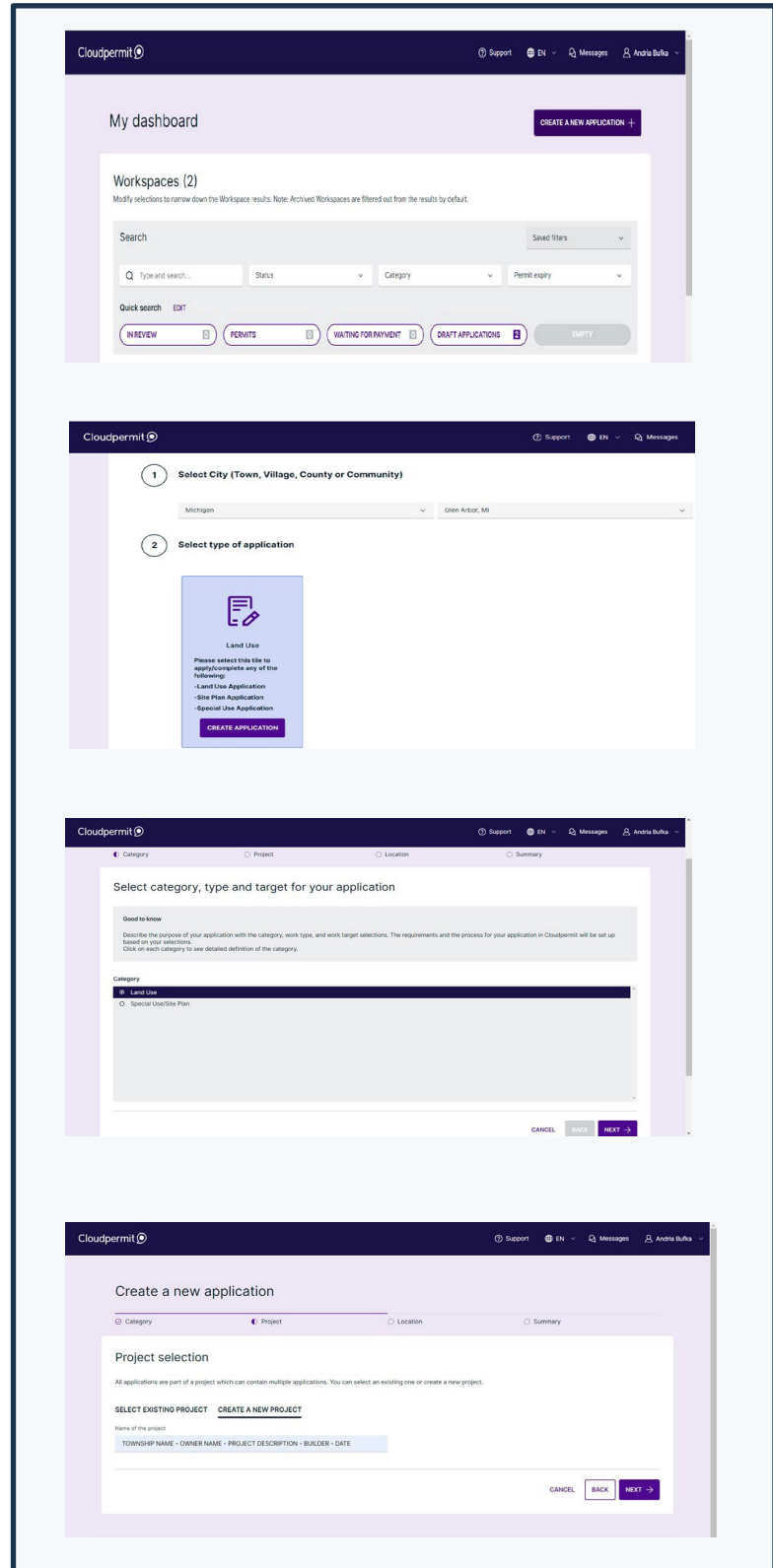
Provide the Location where the work will be taking place.

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
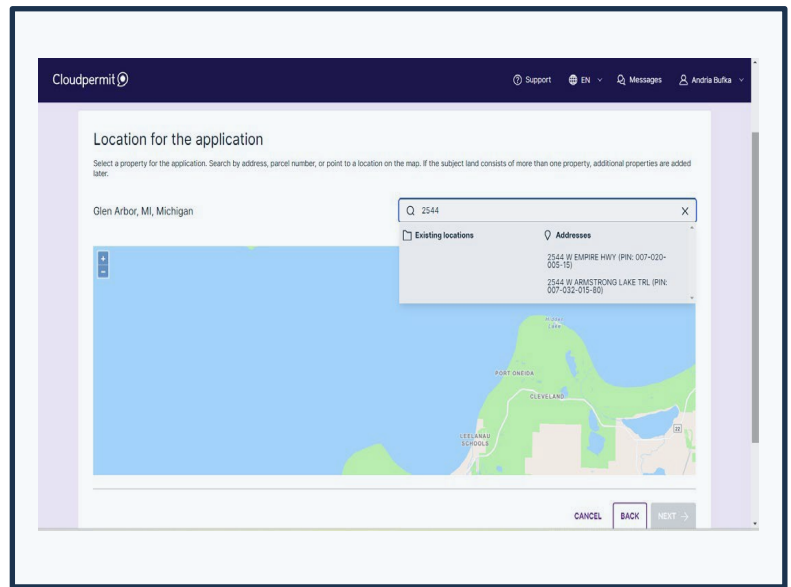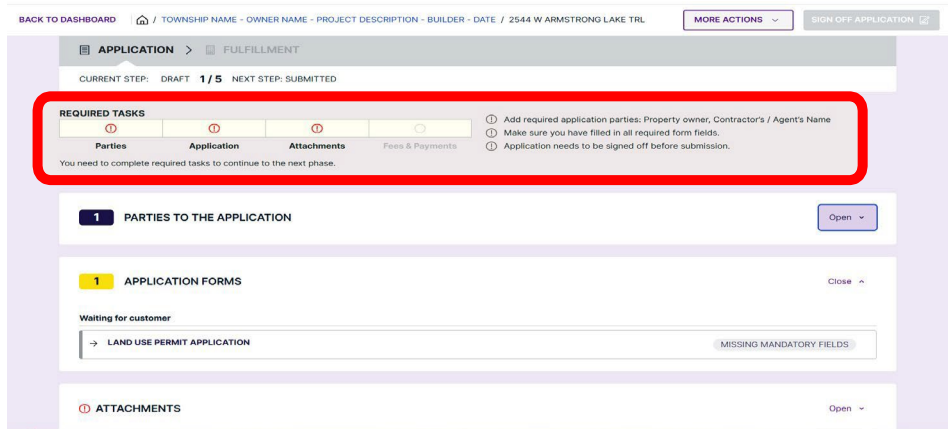

Draft Permit Application

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

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.

Questions? Email: SUPPORT@ALLPERMITS.COM

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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.
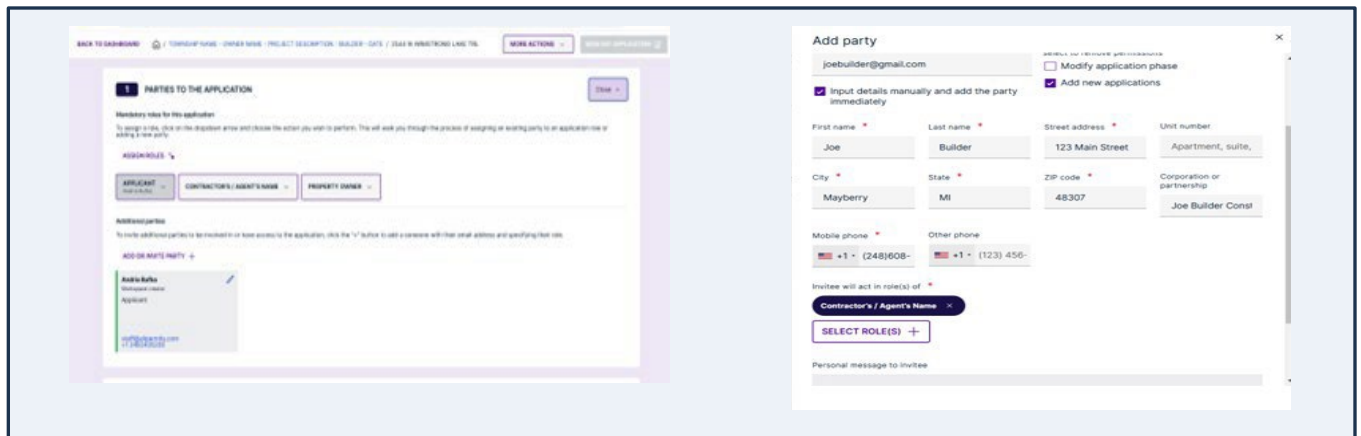
Under **Application Forms**, click on Land Use Application and complete the seven sections that are required to complete the application.
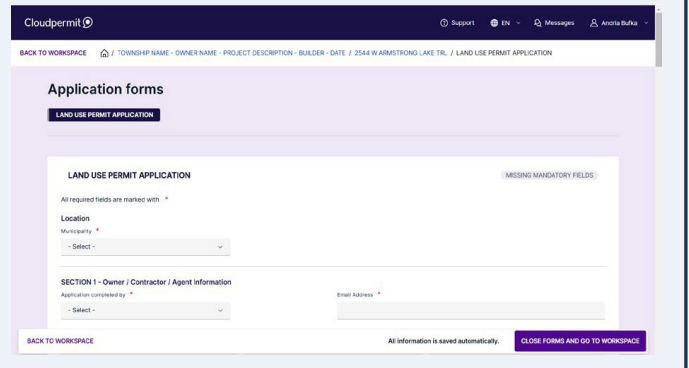
Under "Attachments"

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.

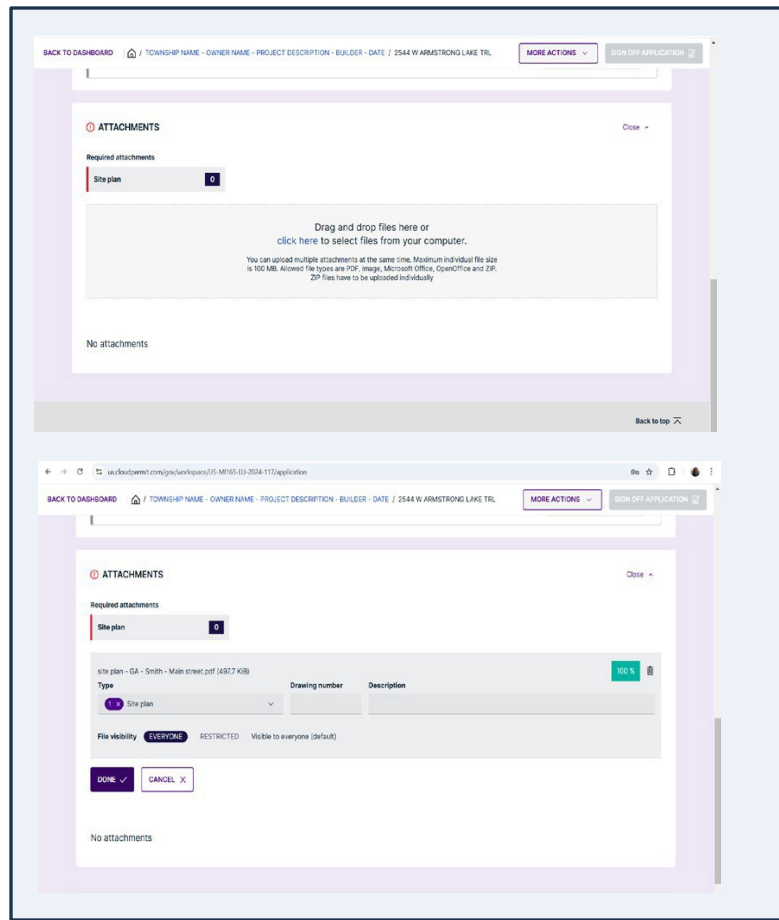Questions? Email: SUPPORT@ALLPERMITS.COM

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Upload your items by dragging them into the grey box OR using the "click here" button to upload them from your computer.

Once they have uploaded, select the type of attachment and then click on "done".

Do this for all the required 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 sign-off form at the top of the page.

Questions? Email: SUPPORT@ALLPERMITS.COM

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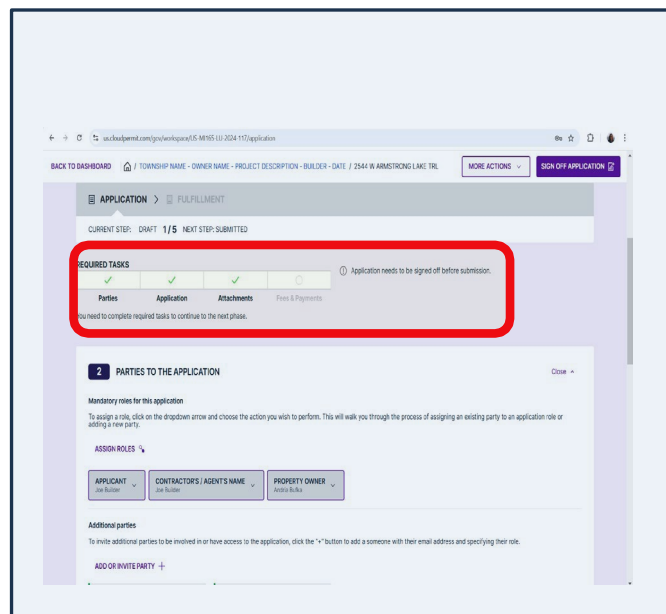
Submit your Application

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.