

## Steps to Access the Patio Application on Cloudpermit

- Go to: [ca.cloudpermit.com](http://ca.cloudpermit.com)
- Log in or create account using your email address
- Choose **Create**
- Step 1 – Select Municipality (Brockville will be an option)
- Step 2 – Select Type of Application
  - Select **Permits** then scroll to bottom of page
  - Select **Create application**
- Select Project Type
  - \*\*\* Choose **Other** (and *not* Commercial)
- Under Category, select:
  - **Temporary Structures & Uses**
  - **Temporary Placement**
  - **Temporary Patio**
- **NEXT**
- Under Create New Project:
  - Please enter your **Business Name** as your project if possible
- **NEXT**
- Enter the municipal address of the business and select it from the list provided
- **NEXT**
- **Finish and Create**

This will bring you to the form where you can complete the application and upload requested materials such as the patio drawing and the insurance certificate.

Any questions, please contact the Clerk's department at:  
[clerk@brockville.com](mailto:clerk@brockville.com) or **613-342-8772 x4444**.