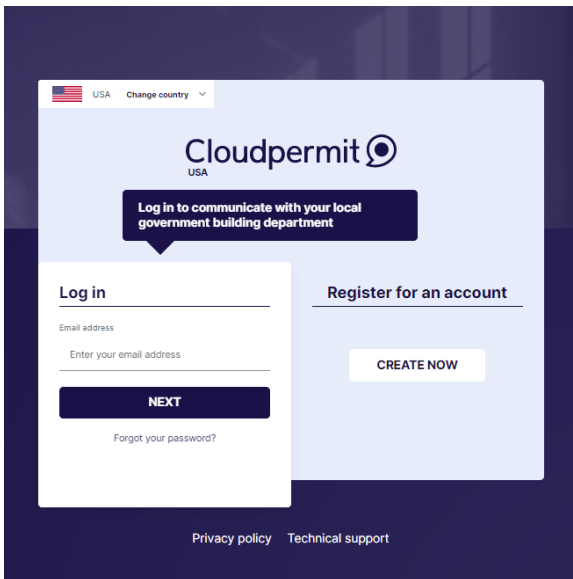


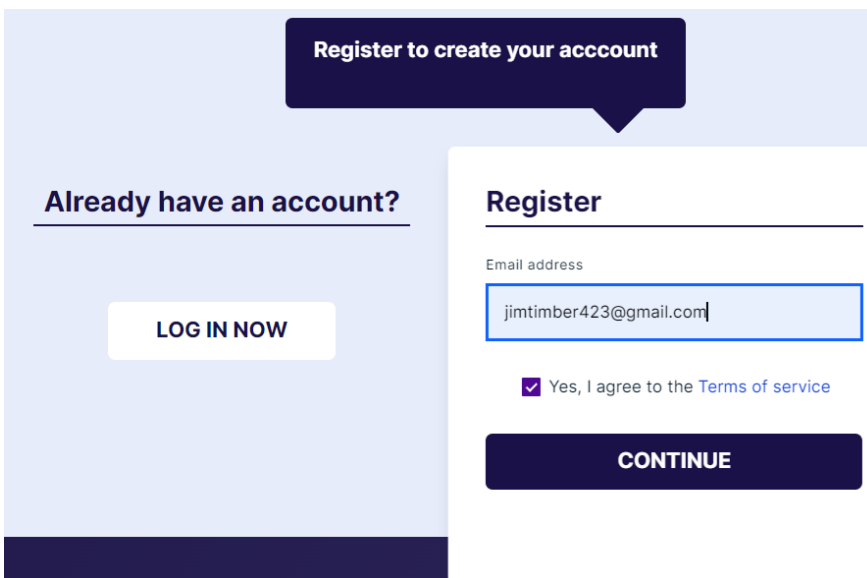
# How to register a Cloudpermit account

go to [www.CityofDetroitLakes.com](http://www.CityofDetroitLakes.com) and click Licenses & Permits. Click the red highlighted "click here to apply" or Click the link sent in your email (if we have started the annual license process for you) You will then apply for a "new" license in the corresponding category and follow the process. Once your application has been submitted you will receive status emails and an issued license once it has been approved.

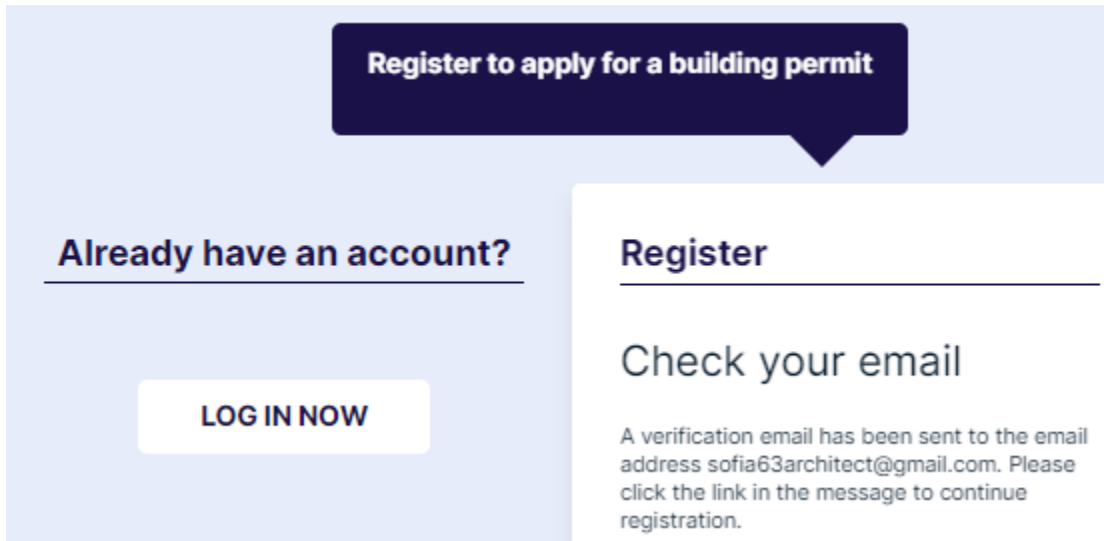
1. Click **Create Now** in the Cloudpermit registration view.



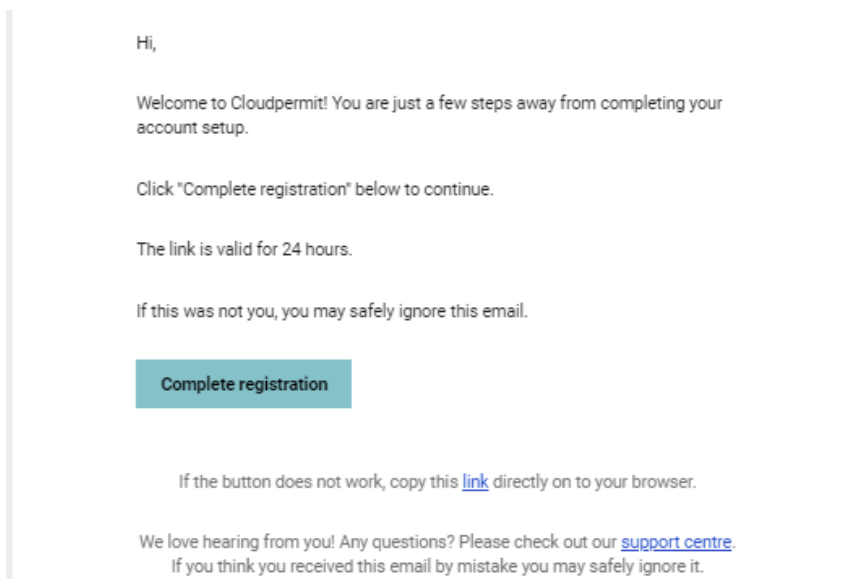
2. Enter your email address. It will be your user ID in Cloudpermit.
3. Click on the "**Terms of Service**" link. Read the terms carefully.
4. Select "**Yes, I agree to the Terms of Service.**"



5. Click **Continue**.
6. Check your mailbox to verify the registration. **Check your junk or spam folder in case the email has been flagged**. If it has been more than 24 hours, you will need to request another registration email.

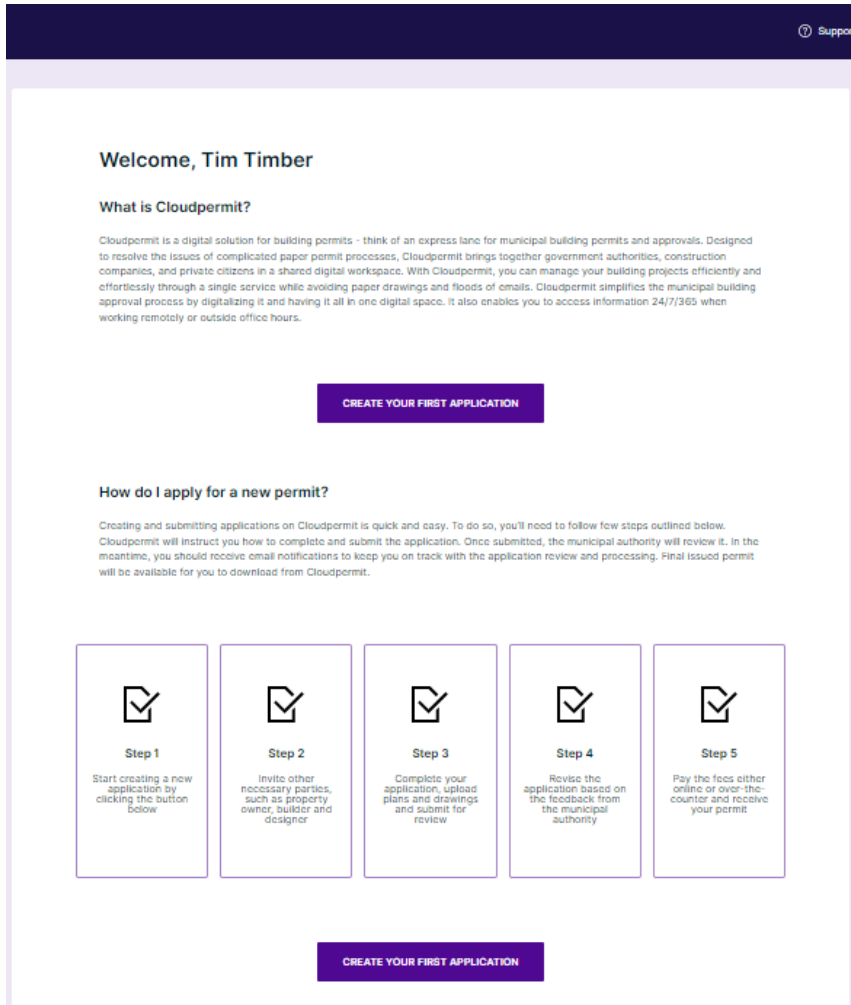


7. Click **Complete registration** in your email verification.



8. You are directed to Cloudpermit to complete your profile information.
9. Fill out your personal user information. Your email address is automatically included.
10. If you are a professional user with Cloudpermit for work, follow steps 12–14.
11. Professional users: select "I am an architect, engineer, BCIN designer, consultant, contractor, or similar" under "Professional users."
12. Fill out your company's information and licenses, if applicable. They will make using Cloudpermit easier in your applications.

13. Create a password.
14. Click "Complete Registration."
15. The registration is complete. You can now start creating your first draft application in Cloudpermit. After completing your draft application, you will enter the Cloudpermit Dashboard.



Once this is completed, **you will apply for the annual license.**

(at the end of each page, you may have to scroll to the top of the page – click “excavation” to get back to where you were previously working).

1. Click licensing, create application
2. Select category: EXCAVATION, work type NEW
3. Initialization of application, select: I AM THE APPLICANT
4. Click Next
5. Click Finish & Create
6. Assign Roles (Applicant / Contractor)
  - a. You can assign the role to an existing party or add a new party
  - b. Choose whether it is a person or business and follow prompts

Add Person  Add Business

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

SELECT ROLE(S) 

CANCEL 

SEND INVITE 

7. Enter information for Work Comp
8. Enter license application information
9. Enter information for State of Minnesota (in 2024 click NO to the renewal question regardless of whether you have had a license with the City in the past-they will all be new this year)
10. You will be required to upload the following documents:
  - a. Surety Bond (once you upload the document, you select the “type” you are uploading, choose “Copy of Surety Bond” and click the purple “done” box (notice the left side of the box will turn green)
  - b. Proof of Insurance, Be sure to select “Proof of Insurance” on this one. Then click the purple “done” box and notice the box on the left side turn green.
11. Once all required documents are uploaded click the “sign off application” box at the top right corner.
12. Scroll to the bottom of the screen to the “declaration” section and click the “sign off” box
13. Click “Submit application”
14. This will send the application in “review status” Public works will check to make sure all required documents are correct.
15. Payment for the license (\$225) must be made prior to the license being issued.
16. Once payment is complete, a license will be issued (**keep a copy of this license – it a required document for excavation permits**)

## You can begin to apply for excavation permits

1. In the category section, choose “Right of Way” and then “excavation”
2. Choose “I am the applicant” and click next
3. In the search bar, type in the address where the work will take place and click next
4. Click “finish & create”

5. Choose the applicant (person filling out the application) and the contractor (company doing the work)
  - a. If you are manually inputting the information, be sure to click the purple check box when you are finished entering and then the “add” button
6. Fill out the application information. When done scroll to the top and click on the address.
7. Upload the required documents:
  - a. License certificate (issued by the City), choose “license certificate, City Issued” in the type drop down, click done.
  - b. Map of the project area, choose “map of project area” in type drop down, click done
8. Scroll to the top and click “continue to payment”
9. Scroll to the top and click “sign off application”
10. Scroll to the declaration section and click “sign off”

You will continue to receive email notifications throughout the process notifying you where you are, or where we are within the process.