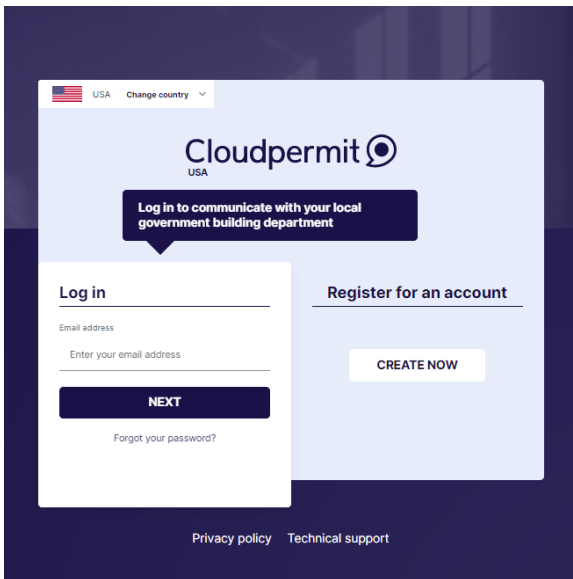


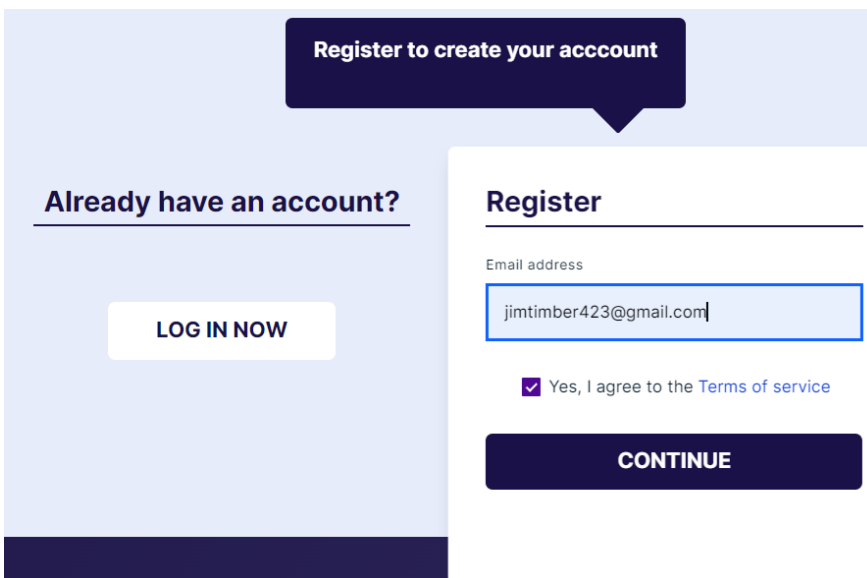
How to register a Cloudpermit account

go to 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.

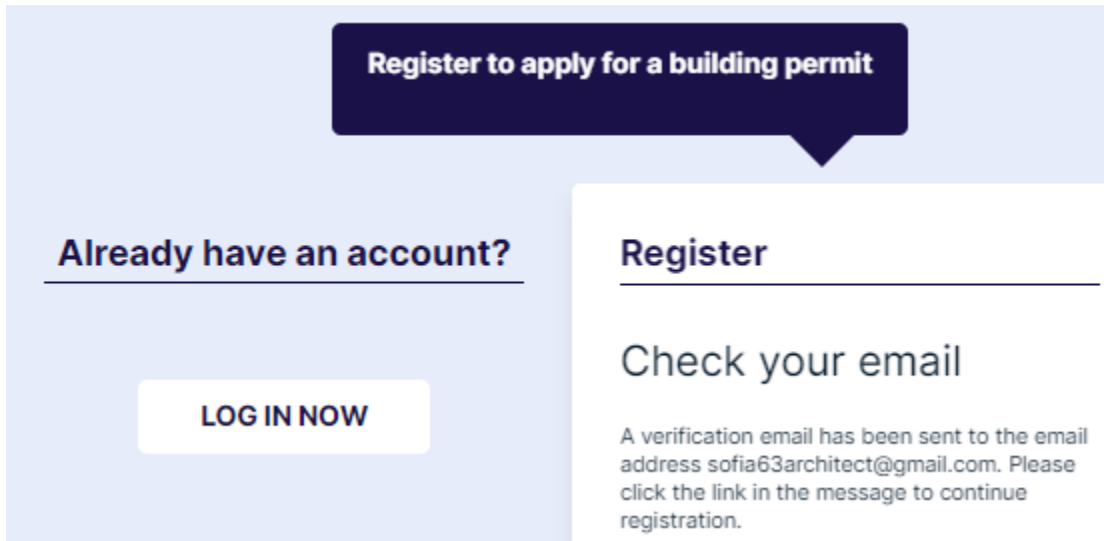
1. Click **Create Now** in the Cloudpermit registration view.



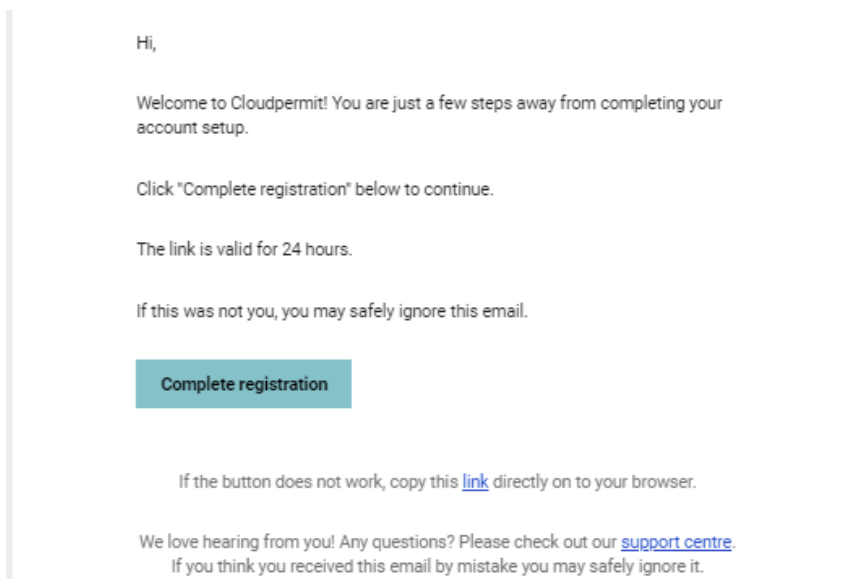
2. Enter your email address. It will be your user ID in Cloudpermit.
3. Click on the "**Terms of Service**" link. Read the terms carefully.
4. Select "**Yes, I agree to the Terms of Service.**"



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 can apply for obstruction permits.**

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

1. Click licensing, create application
2. Click RIGHT OF WAY
3. Click OBSTRUCTION
4. Click I AM THE APPLICANT
5. In the search bar, type in the address where the work will take place and click NEXT
6. Click “finish & create”
7. Choose the applicant (person filling out the application) and the contractor (company doing the work)
8. Fill out the Right of Way Obstruction Permit application information. When done scroll to the top and click on the address.
9. Upload the required documents:
 - a. Map of the project area, choose “map of project area” in type drop down, click done.
10. Click SIGN OFF APPLICATION
11. Scroll to the “Declaration” section and click SIGN OFF
12. Click SUBMIT APPLICATION

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