

New User Guide

need help with

PERMITTING?

City of DuPont



STEP 1. GO TO CITY OF DUPONT WEBSITE

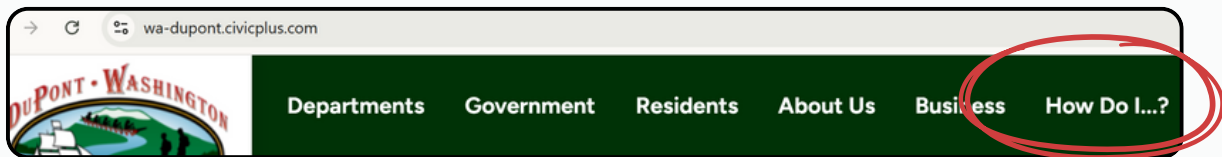
Access the City of DuPont website for

- Online Permit Portal
- Descriptive permitting steps and information
- Video tutorials
- and much more!

Search: City of DuPont Official Website
<https://wa-dupont.civicplus.com>

STEP 2. FIND “HOW DO I...”

Find and click on “How do I...”



STEP 3. APPLY FOR OR MANAGE A PERMIT

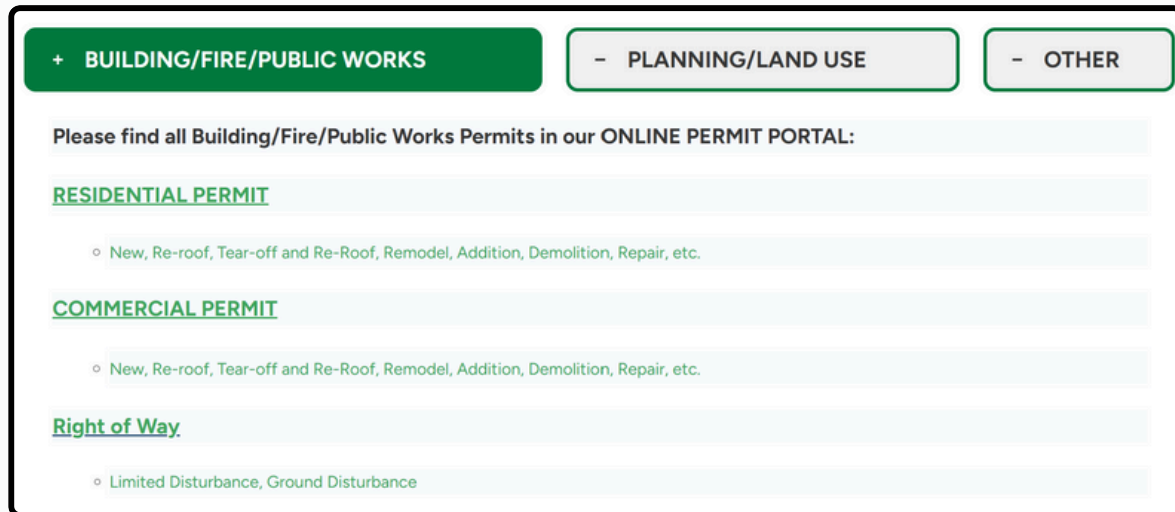
Find and click on “Apply for or Manage a Permit”

Open the *How Do I...?* page
Access Utility Services
Apply for a Business License
Apply for a Board/Commission
Apply for a Job
Apply For or Manage a Permit
Attend a City Event

Step 4. All Permit Applications

You will land on “**ALL PERMIT APPLICATIONS**”

1. Scroll down and find the tab “Building/Fire/Public Works”
2. Choose the following permit that you are applying for



+ BUILDING/FIRE/PUBLIC WORKS - PLANNING/LAND USE - OTHER

Please find all Building/Fire/Public Works Permits in our ONLINE PERMIT PORTAL:

RESIDENTIAL PERMIT

- New, Re-roof, Tear-off and Re-Roof, Remodel, Addition, Demolition, Repair, etc.

COMMERCIAL PERMIT

- New, Re-roof, Tear-off and Re-Roof, Remodel, Addition, Demolition, Repair, etc.

Right of Way

- Limited Disturbance, Ground Disturbance

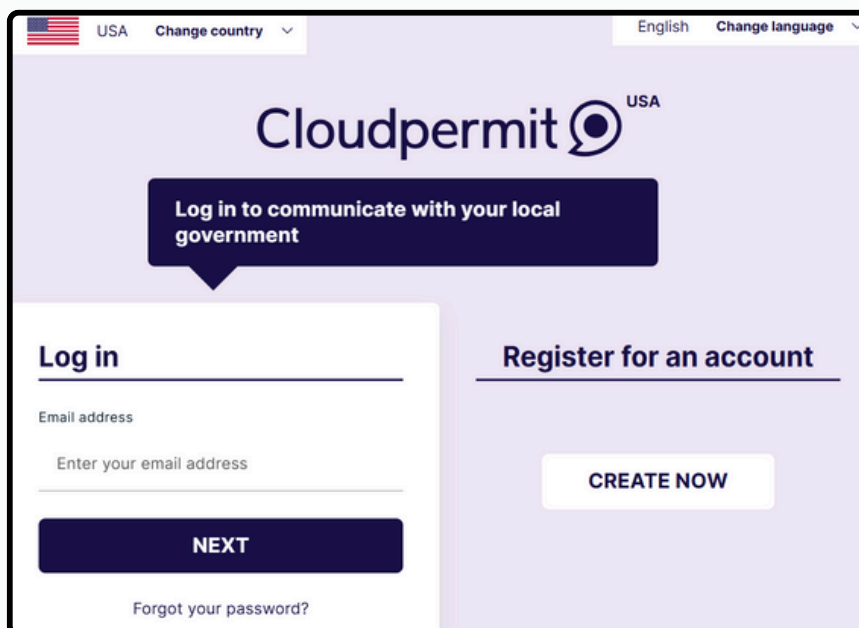
Note: Our planning permits are currently paper forms. Please stay updated on our website until we fully transition online!

Step 5. New User Registration

You will land on our online permit portal, Cloudpermit.

Please follow the steps below for New User Registration.

Note: If you previously created an account with Cloudpermit, skip this step and login!



USA Change country English Change language

Cloudpermit USA

Log in to communicate with your local government

Log in

Email address

Enter your email address

NEXT

Forgot your password?

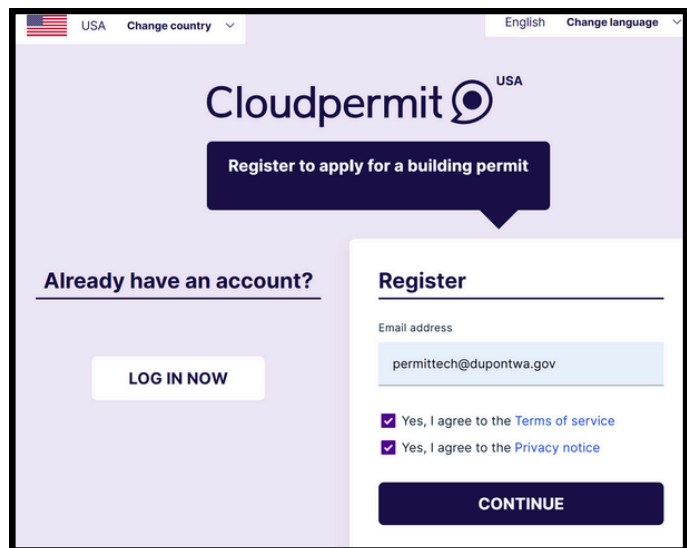
Register for an account

CREATE NOW

Step 6.
Welcome to Cloudpermit, New User Registration
(First Time Users Only)

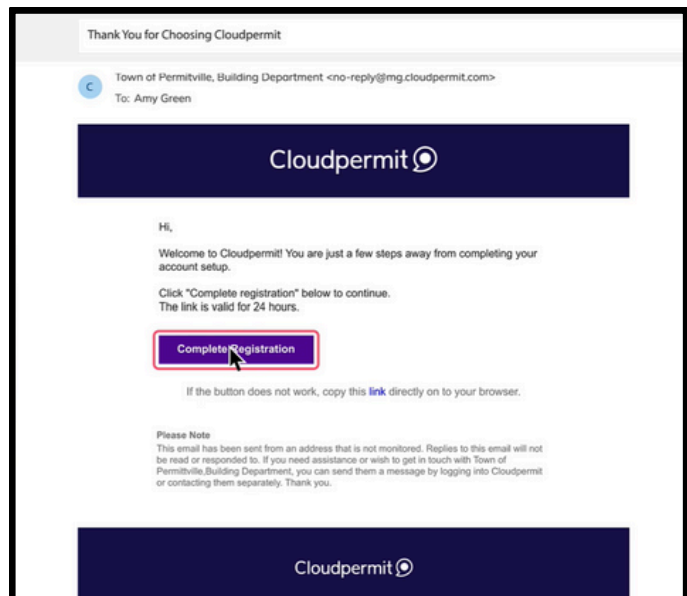
6a) Register

Enter email address and agree to the terms of service and notice.



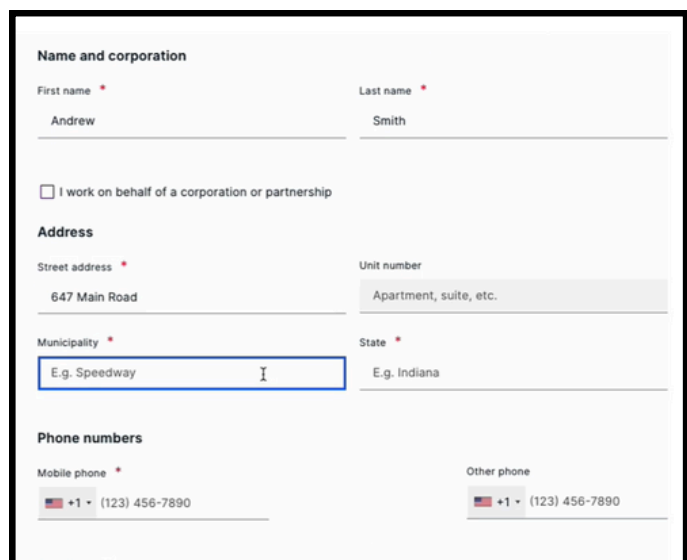
The screenshot shows the Cloudpermit USA registration page. At the top, there are links for 'USA' and 'Change country', and 'English' and 'Change language'. The main heading is 'Cloudpermit USA'. Below it, a dark blue button says 'Register to apply for a building permit'. There are two main sections: 'Already have an account?' with a 'LOG IN NOW' button, and 'Register'. The 'Register' section has a text input for 'Email address' with the value 'permittech@dupontwa.gov'. Below this are two checked checkboxes: 'Yes, I agree to the Terms of service' and 'Yes, I agree to the Privacy notice'. At the bottom of the 'Register' section is a dark blue 'CONTINUE' button.

6b) Check your email for verification
AND
Click Complete Registration



The screenshot shows an email from 'Town of Permitville, Building Department' to 'Amy Green'. The email body has the Cloudpermit logo and says 'Hi, Welcome to Cloudpermit! You are just a few steps away from completing your account setup. Click "Complete registration" below to continue. The link is valid for 24 hours.' There is a blue button with a white border labeled 'Complete Registration'. Below the button, it says 'If the button does not work, copy this link directly on to your browser.' At the bottom, there is a 'Please Note' section and the Cloudpermit logo.


6c) Enter your account details and
Continue when finished



The screenshot shows a form for entering account details. It has sections for 'Name and corporation', 'Address', and 'Phone numbers'. The 'Name and corporation' section has fields for 'First name' (Andrew) and 'Last name' (Smith). There is a checkbox for 'I work on behalf of a corporation or partnership'. The 'Address' section has fields for 'Street address' (647 Main Road), 'Unit number' (Apartment, suite, etc.), 'Municipality' (E.g. Speedway), and 'State' (E.g. Indiana). The 'Phone numbers' section has fields for 'Mobile phone' (+1 (123) 456-7890) and 'Other phone' (+1 (123) 456-7890).


6d) Review information and Create your first application

Welcome Andrew Smith!




Step 1

Start creating a new application by clicking the button below




Step 2

Invite other necessary parties, such as property owner, builder and designer




Step 3

Complete your application, upload plans and drawings and submit for review



Step 4

Revise the application based on the feedback from the municipal authority



Step 5

Pay the fees either online or over-the-counter and receive your permit

[CREATE YOUR FIRST APPLICATION](#)

6e) Select State and City Next, Select type of application


- Building Permit
- Contractor Registration

Click Create Application

1 Select City (Town, Village, County or Community)

Washington DuPont

2 Select type of application




Building Permit

IMPORTANT READ FIRST

The following permits need to be applied through Building:

- All Fire Permits
- Sign Permits
- Wireless Communication Facilities
- Backflow

[CREATE APPLICATION](#)



Contractor Registration

Describe the purpose of your application with the type of registration and trades. The requirements and the

6f) Select the Category Select Type Click on NEXT

**Not all categories have types*

Select category, type and target for your application

Good to know

Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category

- ☐ Alarm Systems
- ☐ Commercial Building
- ☐ Commercial Irrigation Backflow
- ☐ Commercial Mechanical
- ☐ Commercial Plumbing
- ☐ Fire Permits
- ☐ Pools
- ☐ Residential Accessory Structures
- ☒ Residential Building
- ☐ Residential Irrigation Backflow

Work type

- ☐ Addition
- ☐ Demolition
- ☐ Egress windows
- ☐ Finished Basement
- ☐ Footings and foundations
- ☐ Locate/Relocate
- ☐ New
- ☒ Re-roof
- ☐ Remodel
- ☐ Repair

Good to know

A Residential building includes the construction, alteration, addition to, or repair of a building used or that will be used for private human occupancy. This excludes hotels, motels, and other transient uses. Examples: Single-family dwelling, Mobile home, Double duplex dwelling, Semi-detached dwelling, Townhouse dwelling or Recreational dwelling (cottage).

Initialization of application

☒ I am the applicant ☐ Create application on behalf of customer ☐ Application already submitted (e.g. by paper or email)

[CANCEL](#) [BACK](#) [NEXT](#)

6g) Name New Project
Click NEXT

Create a new application

Category

Project

Location

Summary

Project selection

All applications are part of a project which can contain multiple applications. Start by creating a new project.

CREATE A NEW PROJECT

Name of the project

Permitting Test

CANCEL

BACK

NEXT →

6h) Type in address

- Type in the first 4-digits of the address and choose from the selection
- Click NEXT

Create a new application

Category

Project

Location

Summary

Location for the application

Select a property for the application. Search by address or PIN or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

DuPont, Washington

Q 1700

Existing locations

Addresses

1700 CENTER DR (PIN: 0119224011)

1700 CENTER DR (PIN: 0119224012)

1700 CENTER DR (PIN: 0119262014)

1700 CENTER DR (PIN: 0119262015)

1700 CENTER DR (PIN: 0119262016)

1700 PALISADE BLVD (PIN: 0119264010)

1700 TO 1790 CIVIC DR (PIN: 0119266004)

6i) Review the Summary of your application
Click “Finish & Create”

APPLICATION TYPE & CATEGORY

BUILDING PERMIT

RESIDENTIAL BUILDING

WORK TYPE AND TARGET

RE-ROOF

APPROVAL AUTHORITY

CITY OF DUPONT, BUILDING DEPARTMENT

PROPERTY OWNER

DUPONT CIVIC CENTER LAND ONLY PARCEL

CANCEL

BACK

FINISH & CREATE →

6j) Make sure all “Required Tasks” are satisfied



Needs work



Satisfied

6k) When all required tasks have been satisfied, Click Sign Off Application

6l) Read and Submit Application

Congratulations!
Your application has been submitted and is currently under review

If you need further assistance or have any questions, please contact
permittech@dupontwa.gov or dial (253) 912-5217