City of Cleveland Online Permit Application Quick Guide

1. Go to https://ca.permitcleveland.org/public/ and log into your account or register for an account if you do not have one.

2. Click on Permits and Registrations under the Building & Housing section of your account page, review and acknowledge the terms and disclaimer. Click Continue Application.

3. If a contractor registration is linked to your account and you intend to use it for this project select it from the Licenses dropdown and click Continue Application. If you do not wish to use your registration or do not have one select None Applicable and click Continue Application.

4. Click on the appropriate permit subtype (Commercial or Residential) to expand a list of available permit categories and select the appropriate category by clicking the corresponding radio button, a commercial HVAC & Refrigeration permit in this example. Click Continue Application to begin the application process.

5. In the address section, enter the street number and name. Include the ordinal indicator (st, nd, rd, th) for numbered streets. Then click Search. This should populate the rest of the address information including the Zip, Parcel, Ward, and Owner information. Click Continue Application to proceed and provide the additional information required for your application.

For questions please contact Caitlin Flannery by email CFlannery@city.cleveland.oh.us or phone: (216) 664 3538.