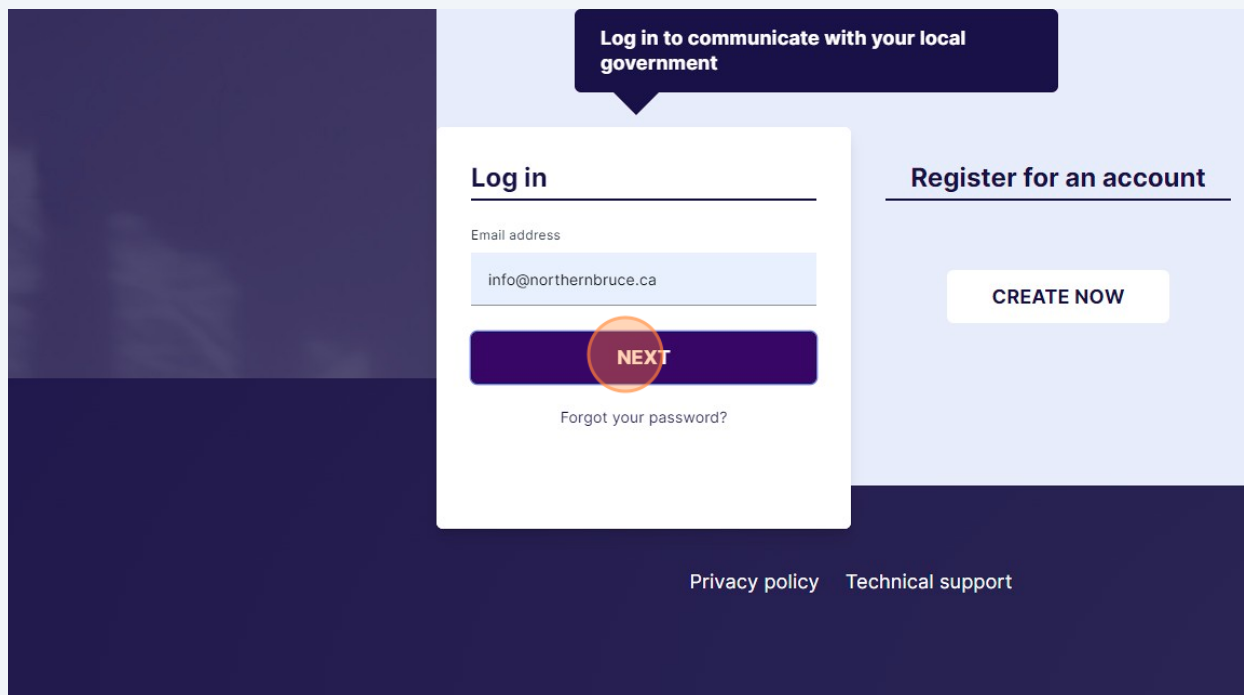


Renewing your Short-term Accommodation Licence

Short-term Accommodation Licences are valid for a period of one (1) year from the date of issue. Licences must be renewed annually to ensure that the property retains a valid licence and are permitted to rent.

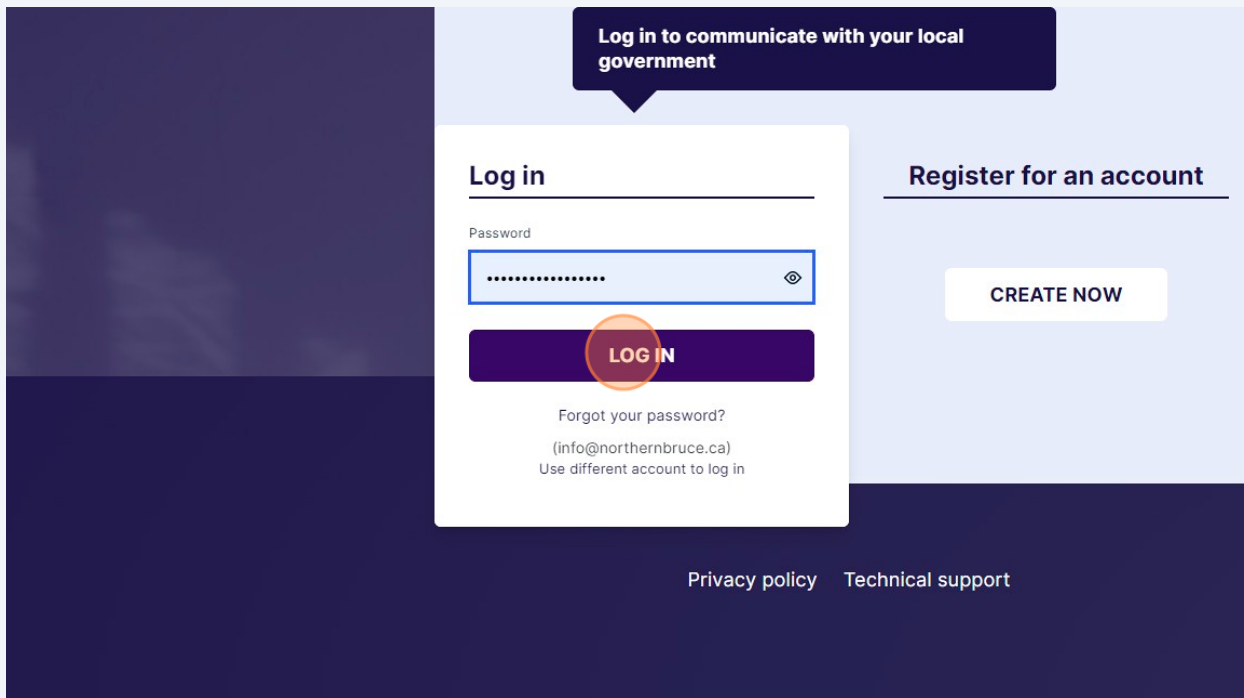
- 1 Log into your existing Cloudpermit Account at <https://ca.cloudpermit.com/login>

- 2 Click "NEXT"

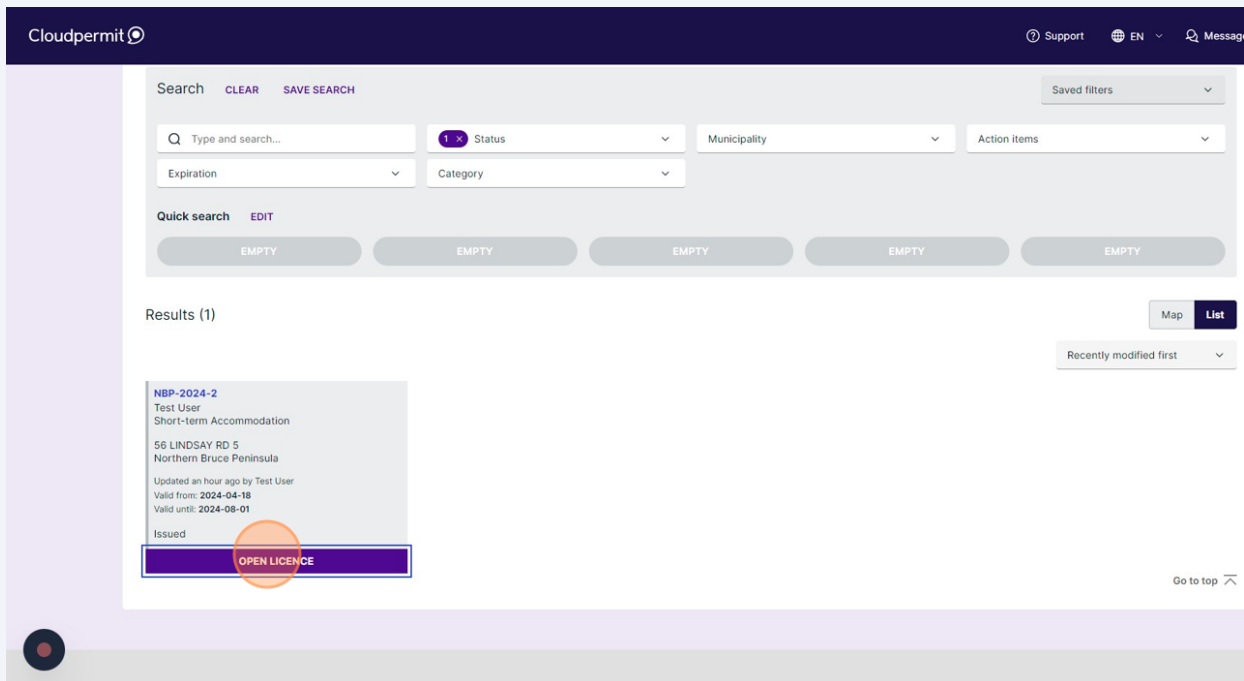


The screenshot shows the login page for Cloudpermit. At the top, a dark blue banner reads "Log in to communicate with your local government". Below this, there are two main sections: "Log in" and "Register for an account". The "Log in" section has a text input field for "Email address" containing "info@northernbruce.ca" and a dark blue button labeled "NEXT" which is circled in orange. Below the button is a link for "Forgot your password?". The "Register for an account" section has a white button labeled "CREATE NOW". At the bottom of the page, there are links for "Privacy policy" and "Technical support".

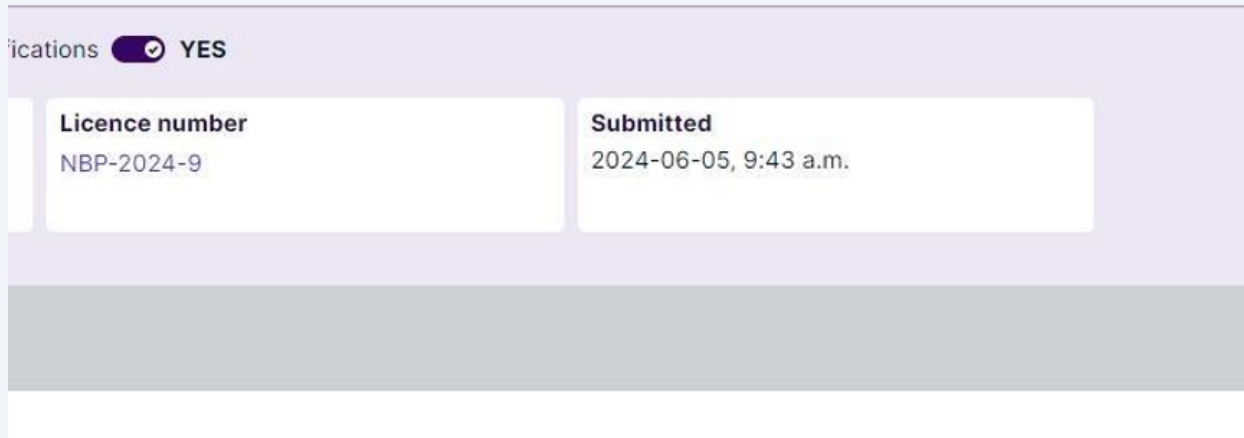
3 Click "LOG IN"



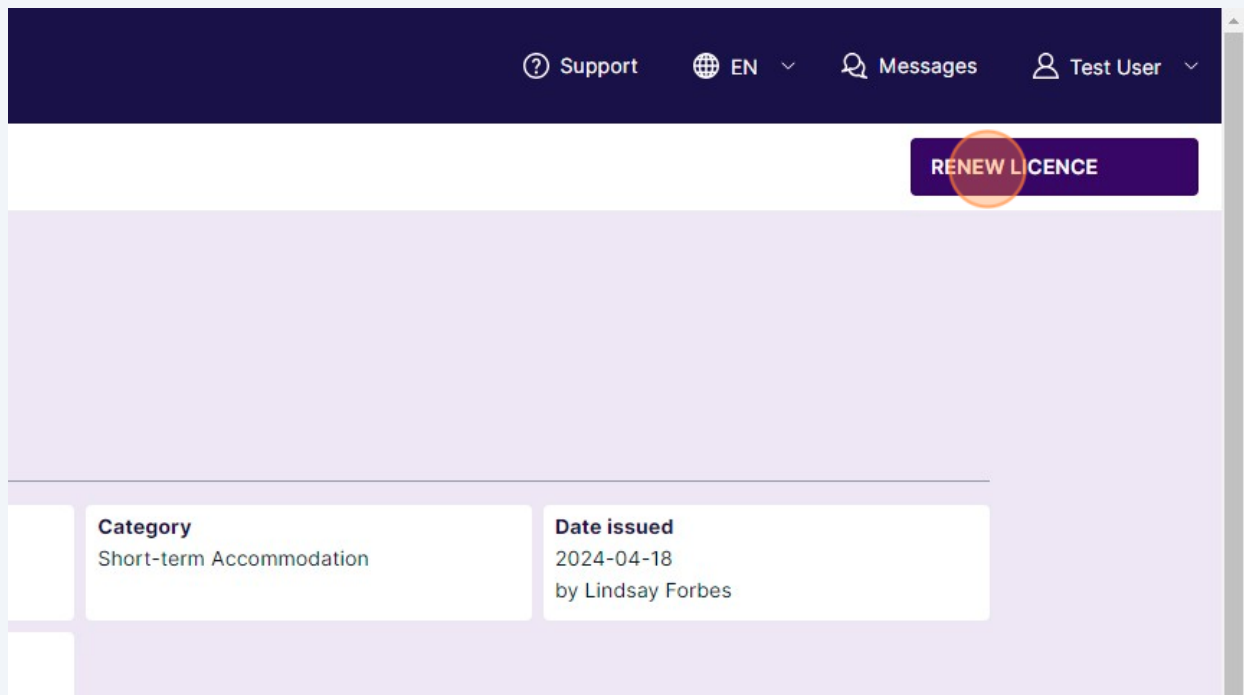
4 Find the licence you wish to renew and click "OPEN LICENCE"



5 Click on your your blue licence number.



6 Click "RENEW LICENCE" in the top right corner of the screen.



7 Click "YES"

Northern Bruce Peninsula

Renew licence ×

Are you sure?

NO YES

Date issued
2024-04-18
by Lindsay Forbes

Close ^

Licensing (New)

Status	Visits	Last visit / Confirmed time
PASSED (SUBSTANTIALLY COMPLETE)	1	2024-04-18

8 Click "Open"

56 LINDSAY RD 5 MORE ACTIONS ▾ SIGN OFF APPLICATION

RELATED WORKSPACES Close ^

Short-term Accommodation - Class A/B
Licensing (NBP-2024-2) 56 LINDSAY RD 5 ISSUED
Updated a day ago by

APPLICATION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
---------	-------------	-------------	-----------------

Application needs to be signed off before submission.

1 PARTIES TO THE APPLICATION Open ▾

ATTACHMENTS Open ▾

Back to top ^

852d19c40bac5a1a5434d4d486b16d5 | 2024-04-18T07:00:43.543Z (9)

9

To upload the documents required for renewal select "click here"

pection	1	Floor Plan	1	Government Issued ID
	1	Property Manager/Responsible Person Consent Document	1	Renter Code of Conduct

Drag and drop files here or [click here](#) to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually.

EVIDENCE OF SEPTIC INSPECTION

FLOOR PLAN

GOVERNMENT ISSUED ID

PROOF OF INSURANCE

PROPERTY MANAGER/RESPONSIBLE



The documents required for renewal are posted on the Municipal Short-term Accommodation Page on the website.

<https://www.northbrucepeninsula.ca/develop/short-term-accommodations/>

10 Once the document is uploaded click "- Select -"

Evidence of Septic Inspection 1

Floor Plan

Proof of Ownership 1

Property Manager/Responsible Person Consent Document

Applicable File.pdf (296.0 KB)

Type - Select - Drawing number

File visibility **EVERYONE** RESTRICTED Visible to everyone (default)

DONE ✓ CANCEL ✕

11 Click the applicable attachment type.

Applicable File.pdf (296.0 KB)

Type - Select - Drawing number Description

- Government Issued ID
- Grey Bruce Health Unit Inspection Report
- Letter of Compliance from Ministry of Transportation or County of Bruce (If applicable)
- Owner Authorization Form (if applicable)
- Proof of Insurance

Filter attachments

EVIDENCE OF SEPTIC INSPECTION FLOOR PLAN GOVERNMENT ISSUED ID PROOF OF INSURANCE

PROPERTY MANAGER/RESPONSIBLE PERSON CONSENT DOCUMENT RENTER CODE OF CONDUCT SITE PLAN

Q Search

<input type="checkbox"/>	Attachment type	Filename
--------------------------	-----------------	----------

12 Click "DONE"

Proof of Ownership **1** | Property Manager/Responsible Person Consent Document **1** | Renter Code of Conduct

Applicable File.pdf (296.0 KB)

Type	Drawing number	Description
1 × Proof of Insurance		

File visibility **EVERYONE** RESTRICTED Visible to everyone (default)

DONE ✓ **CANCEL** ×

Filter attachments

EVIDENCE OF SEPTIC INSPECTION FLOOR PLAN GOVERNMENT ISSUED ID PROOF OF INSURANCE

PROPERTY MANAGER/RESPONSIBLE PERSON CONSENT DOCUMENT RENTER CODE OF CONDUCT SITE PLAN

Q Search

<input type="checkbox"/>	Attachment type	Filename
--------------------------	-----------------	----------

13 Repeat for all applicable documents required for renewal.

Inspection 1	Floor Plan 1	Government Issued ID
1	Property Manager/Responsible Person Consent Document 1	Renter Code of Conduct

Drag and drop files here or [click here](#) to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP files have to be uploaded individually

EVIDENCE OF SEPTIC INSPECTION FLOOR PLAN GOVERNMENT ISSUED ID PROOF OF INSURANCE

PROPERTY MANAGER/RESPONSIBLE PERSON CONSENT DOCUMENT RENTER CODE OF CONDUCT SITE PLAN

14 Click "SIGN OFF APPLICATION"

Support EN Messages Test User

56 LINDSAY RD 5 MORE ACTIONS SIGN OFF APPLICATION

Licensing
LINDSAY RD 5, Northern Bruce Peninsula

Category: Short-term Accommodation Work type: Renewal

Assigned to: Lindsay Forbes

Number: 1660002143010000 Licence number: NBP-2024-2

RELATED WORKSPACES

Short-term Accommodation - Class A/B	56 LINDSAY RD 5	ISSUED
Licensing (NBP-2024-2)		Updated a day ago by

APPLICATION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	-------------------------------------	-------------------------------------	--------------------------

Application needs to be signed off before submission.

15 Read through the information on the page and click "SIGN OFF"

I understand that it is an offence pursuant to Section 3.9 of By-law 2021-84 to provide false or misleading information to the Municipality when a licence is issued. I further understand that the Municipality may revoke or suspend a licence issued because false or misleading information was provided to the Municipality.

STA Occupancy Limit

I hereby declare that the occupancy limit of the dwelling will adhere to Ontario Building Code Section 9.9.1.3 in that the Occupancy Limit of the Dwelling will not exceed the Occupancy Limit of the Dwelling.

STA Privacy Notification

Personal information on this form is being collected for the purpose of determining the owner's eligibility for a Short Term Accommodation Licence. Providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is true and accurate. This information is being shared with the Northern Bruce Peninsula departments and related agencies for the purpose of required inspections, approval of, and compliance with this licence application. This information is also being shared with the Northern Bruce Peninsula departments and related agencies for the purpose of required inspections, approval of, and compliance with this licence application. Information and Protection of Privacy Act. If you wish to obtain further information regarding the collection of your personal information, please contact the Northern Bruce Peninsula at 709-261-2222.

SIGN OFF

Application needs to be signed off by the Applicant

16 Click "SUBMIT APPLICATION"

I further declare and understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Ontario Electricity Act, and any regulations made under them. Without limiting these obligations, I also specifically declare the following three regulation requirements: Smoke alarms are in compliance with the Ontario Building Code and the Ontario Fire Code respectively; Carbon monoxide alarms are installed, tested and maintained as required by the Ontario Building Code and the Ontario Fire Code; tenants have been instructed to notify the landlord if smoke alarms or carbon monoxide alarms have been disconnected, are not operating, or have been impaired. If you are a property owner, please consult a professional.

I understand that it is an offence pursuant to Section 3.9 of By-law 2021-84 to provide false or misleading information to the Municipality when applying for a short term accommodation licence. I further understand that the Municipality may revoke or suspend a licence issued because false or misleading information was provided to the Municipality.

STA Occupancy Limit


I hereby declare that the occupancy limit of the dwelling will adhere to Ontario Building Code Section 9.9.1.3 in that the Occupancy Limit of the Dwelling shall be based on two people.

STA Privacy Notification


Personal information on this form is being collected for the purpose of determining the owner's eligibility for a Short Term Accommodation Licence in the Municipality of Northern Bruce Peninsula. By providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with Northern Bruce Peninsula departments and related agencies for the purpose of required inspections, approval of, and compliance with this licence application. The legislated authority to collect, use and disclose personal information is the Access to Information and Protection of Privacy Act. If you wish to obtain further information regarding the collection of your personal information, please contact the Clerk's Department at 709-261-2222.

 Signed by **Test User** 2024-04-19, 11:58 a.m. [Remove](#)

[DOWNLOAD SIGNED FORM](#) 

[SUBMIT APPLICATION](#) 

17 Following the submission of your renewal application, you will be contacted by the Municipality through Cloudpermit regarding next steps. A bill for renewal will not be issued until the documents have been reviewed.

 Make sure to check your junk folder incase your notification messages are redirected there.