

How to Renew a Bed and Breakfast Licence

This guide provides a step-by-step walkthrough for renewing an existing Bed and Breakfast Licence within the Cloudpermit workspace. Follow these instructions to successfully upload documentation, sign off on your application, and finalize your submission.

- 1 Bed and Breakfast 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.

Workspace Navigation

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

- 3 Find the licence you wish to renew and click "Open Licence".



4 Once in the workspace, click the Licence number link.

Licensing

56 LINDSAY RD 5, Northern Bruce Peninsula

Latest location update: 2026-04-29, 9:49 a.m.

Category
Bed and Breakfast Licensing

Work type
New

[SHOW MAP](#) [DOWNLOAD LICENCE](#)

Assigned to Lindsay Forbes

Show messages Email notifications YES

Roll number 4109660002143010000	Licence number BB-2026-6	Submitted 2026-04-29, 10:05 a.m.
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APPLICATION

CURRENT STEP: ISSUED 5 / 5

<input checked="" type="checkbox"/> Parties	<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Fees & Payments
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1 PARTIES TO THE APPLICATION Close

5 Select "More Actions" in the top right corner of the workspace and click "Renew Licence" from the menu.

THE ENVIRONMENT IS FOR TRAINING AND TESTING PURPOSES ONLY.

TRAINING Support EN Messages Lindsay Forbes

ID / BB-2026-6 **MORE ACTIONS**

reakfast Licensing

LINDSAY RD 5, Northern Bruce Peninsula

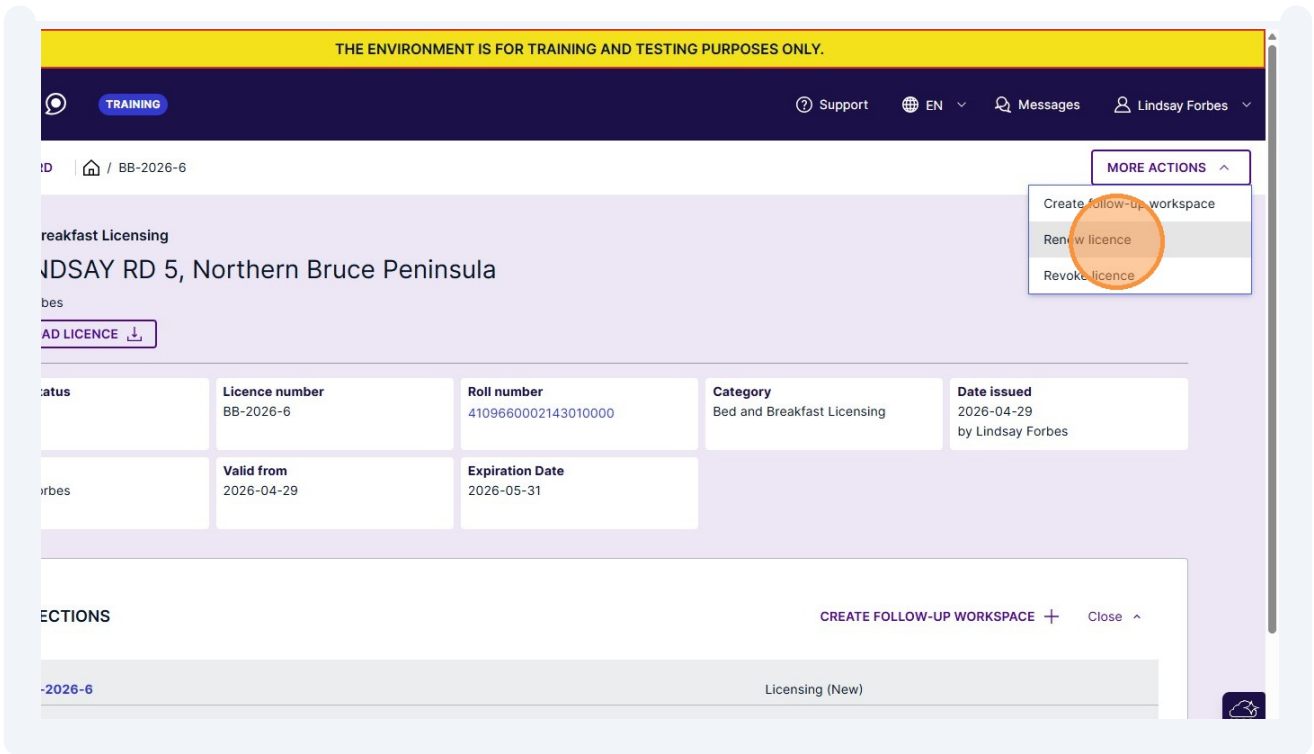
bes

[AD LICENCE](#)

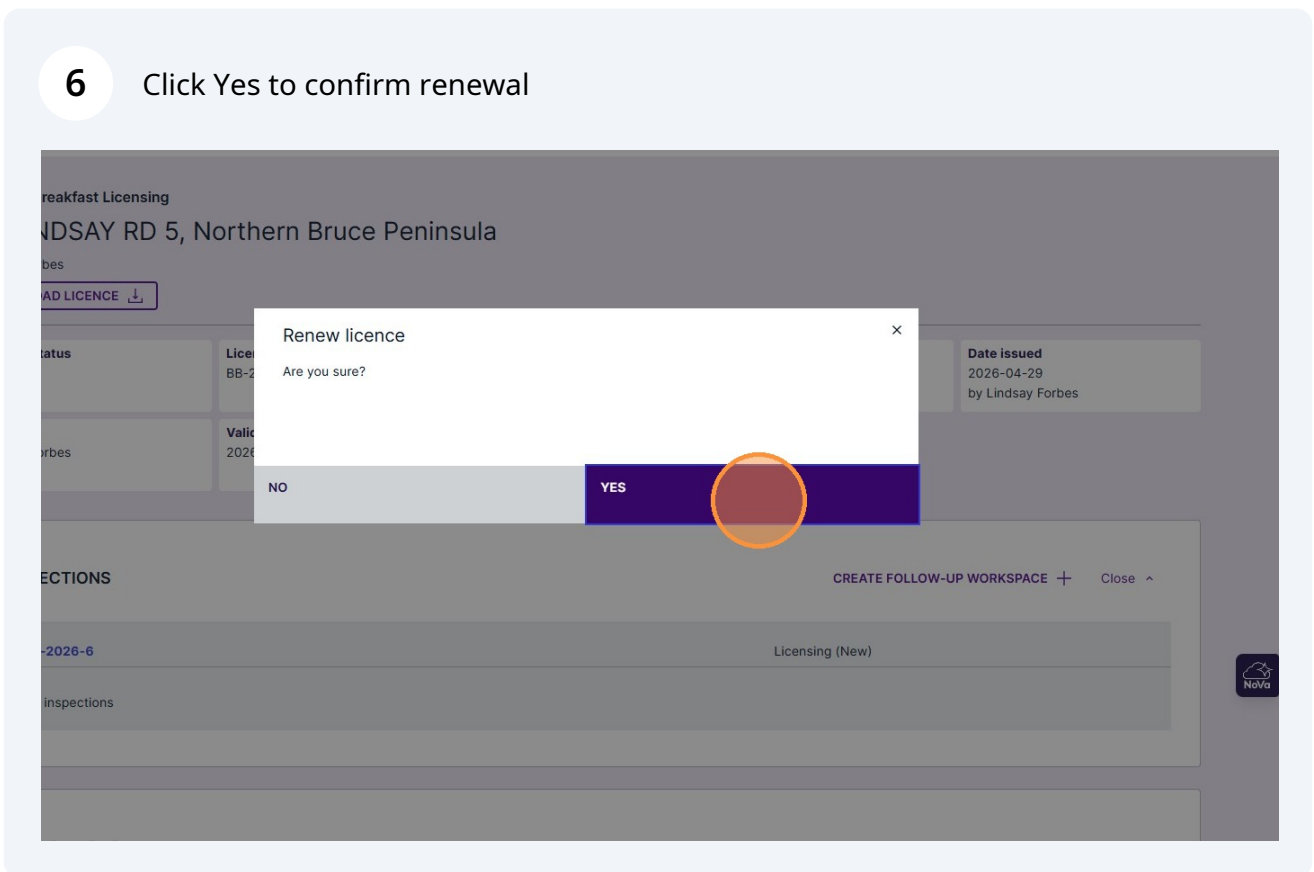
Status	Licence number BB-2026-6	Roll number 4109660002143010000	Category Bed and Breakfast Licensing	Date issued 2026-04-29 by Lindsay Forbes
Forbes	Valid from 2026-04-29	Expiration Date 2026-05-31		

ACTIONS [CREATE FOLLOW-UP WORKSPACE](#) Close

BB-2026-6 Licensing (New)



6 Click Yes to confirm renewal



Required Documentation

7

Scroll down to the "Attachments" heading and click 'click here' to upload the required renewal documents.

The following documents will be required to be uploaded to your existing Cloudpermit Workspace to renew your Bed and Breakfast Licence.

- Your renewed insurance policy,
- Evidence of septic pump-out, which does not exceed three (3) years since completion.

BACK TO DASHBOARD | 56 LINDSAY RD 5 / Workspace | MORE ACTIONS | SIGN OFF

ATTACHMENTS

Required attachments

ADD REQUIRED ATTACHMENT +	Evidence of Septic Inspection 1	Floor Plan 1	Government Issued ID
Proof of Insurance 1	Proof of Ownership 1	Renter Code of Conduct 1	Site Plan

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

Filter attachments: EVIDENCE OF SEPTIC INSPECTION | FLOOR PLAN | GOVERNMENT ISSUED ID | PROOF OF INSURANCE | PROOF OF OWNERSHIP | RENTER CODE OF CONDUCT | SITE PLAN

Bed and Breakfast Licensing CA-3541069-L-2026-16

Q Search | DOWNLOAD ALL

Attachment type	Filename	Status	Modified
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8

Select the applicable attachment type for your document(s) and click Done.

ATTACHMENTS

Close

Required attachments

ADD REQUIRED ATTACHMENT +	Evidence of Septic Inspection 1	Floor Plan 1	Government Issued ID
Proof of Insurance 1	Proof of Ownership 1	Renter Code of Conduct 1	Site Plan

MNBP Logo - Clear Background.png (599.1 KiB)

100 %

Type	Drawing number	Description
- Select -		

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

DONE ✓

CANCEL ✕

Filter attachments

- EVIDENCE OF SEPTIC INSPECTION
- FLOOR PLAN
- GOVERNMENT ISSUED ID
- PROOF OF INSURANCE
- PROOF OF OWNERSHIP
- RENTER CODE OF CONDUCT
- SITE PLAN

Bed and Breakfast Licensing CA-3541069-L-2026-16

Required attachments

ADD REQUIRED ATTACHMENT +	Evidence of Septic Inspection 1	Floor Plan 1	Government Issued ID
Proof of Insurance 1	Proof of Ownership 1	Renter Code of Conduct 1	Site Plan

MNBP Logo - Clear Background.png (599.1 KiB)

100 %

Type	Drawing number	Description
- Select -		
<input type="checkbox"/> Government issued ID		
<input type="checkbox"/> Grey Bruce Health Unit Inspection Report		
<input type="checkbox"/> Letter of Compliance from Ministry of Transportation or County of Bruce (If applicable)		
<input type="checkbox"/> Owner Authorization Form (If applicable)		
<input checked="" type="checkbox"/> Proof of Insurance		
<input type="checkbox"/> Proof of Ownership		

Filter attachments

- EVIDENCE OF SEPTIC INSPECTION
- FLOOR PLAN
- GOVERNMENT ISSUED ID
- PROOF OF INSURANCE
- PROOF OF OWNERSHIP
- RENTER CODE OF CONDUCT
- SITE PLAN

Bed and Breakfast Licensing CA-3541069-L-2026-16

Q Search [DOWNLOAD ALL](#)

<input type="checkbox"/>	Attachment type	Filename	Status	Modified
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Required attachments

ADD REQUIRED ATTACHMENT +

Evidence of Septic Inspection 1 | Floor Plan 1 | Government Issued ID 1

Proof of Insurance 1 | Proof of Ownership 1 | Renter Code of Conduct 1 | Site Plan 1

MNBP Logo - Clear Background.png (599.1 KiB) 100 %

Type: Proof of Insurance | Drawing number: | Description: | File visibility: EVERYONE (RESTRICTED, Visible to everyone (default))

DONE ✓ | CANCEL ✕

Filter attachments: EVIDENCE OF SEPTIC INSPECTION | FLOOR PLAN | GOVERNMENT ISSUED ID | PROOF OF INSURANCE | PROOF OF OWNERSHIP | RENTER CODE OF CONDUCT | SITE PLAN

Bed and Breakfast Licensing CA-3541069-L-2026-16

Q Search | DOWNLOAD ALL

Attachment type	Filename	Status	Modified
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Application Sign-off

9

Once your documents are uploaded, click "Sign off application" in the top right corner of the workspace.

56 LINDSAY RD 5 / Workspace

MORE ACTIONS | SIGN OFF APPLICATION

Proof of Insurance	Screenshot 2026-04-29 091018.pdf Version 1	New version	
Proof of Ownership	Screenshot 2026-04-29 091007.pdf Version 1	New version	
Renter Code of Conduct	Screenshot 2026-04-29 091038.pdf Version 1	New version	
Floor Plan	Screenshot 2026-04-29 090956.pdf Version 1	New version	
Government Issued ID	Screenshot 2026-04-29 091029.pdf Version 1	New version	
Proof of Insurance	MNBP Logo - Clear Background.pdf Version 1	New version	2026-04-29, 1:17 p.m. Lindsay Forbes

INTERNAL NOTES | ADD NEW NOTE + | Close ^

NOVA

10 Click Sign off on declaration

APPLICANT

I, Lindsay Forbes, hereby declare that I am the applicant for this application form, and the owner(s) of the property currently (or intend to) operate this address as a Bed and Breakfast Establishment.

I agree to immediately notify the Municipality of Northern Bruce Peninsula, in writing, of any changes regarding this information.

I further declare that I 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 Building Code Act, the Fire Protection and Prevention Act, the Electricity Act, and any regulations made under them.

Without limiting these obligations, I also specifically declare the following three regulation requirements: Smoke alarms are installed, tested and maintained as required by 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 respectively; in accordance with 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. For specific questions relating to your property, please consult a professional.

I understand that it is an offence pursuant to Section 3.9 of Bylaw 2026-02 to provide false or misleading information to the Municipality when applying for a Bed and Breakfast licence, renew a licence or at any other time.


I further understand that the Municipality may revoke or suspend a licence issued because false or misleading information was provided to the Municipality.

Bed and Breakfast Privacy Notification

Personal information on this form is being collected for the purpose of determining the owner's eligibility to obtain a Bed and Breakfast Licence and operate within the Municipality of Northern Bruce Peninsula Pursuant to By-law 2026-02.

In 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 applicable Municipality of 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 your personal information is the Freedom of 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 clerk@northernbruce.ca

SIGN OFF 

 Application needs to be signed off by the Applicant

11 Once the application is signed off, a button will appear below the field. Click "Submit application" to formally submit your renewal application.

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 Signed by **Lindsay Forbes** 2026-04-29, 1:17 p.m. [Remove](#)

DOWNLOAD SIGNED FORM 

SUBMIT APPLICATION 

release/260429 (dfb220f9c32ede1d577edc6173b5e70f0b2ba23b) 2026-04-29 04:18:28.988 EDT (5)



Your application has successfully been signed off and submitted! The Licensing Issuer will contact you through Cloudpermit regarding next steps!