

How to Submit a Bed and Breakfast License Application

Learn how to initiate and complete a new Bed and Breakfast license application on the Cloudpermit platform. This guide walks you through selecting the correct property, uploading necessary supporting documentation, and submitting your final application for review.

1

Navigate to <https://ca.cloudpermit.com/gov/login> and register for a Cloudpermit Account if you do not already have one.

Application Setup

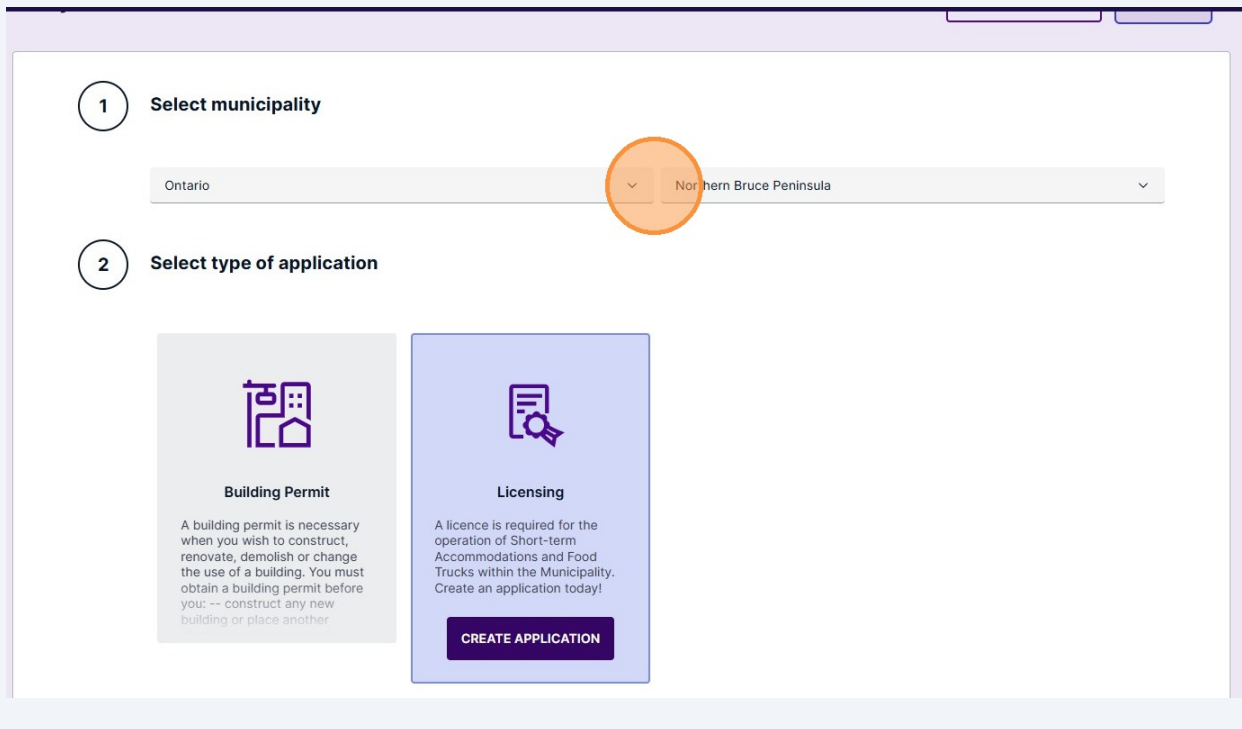
2

Click "Create new application"



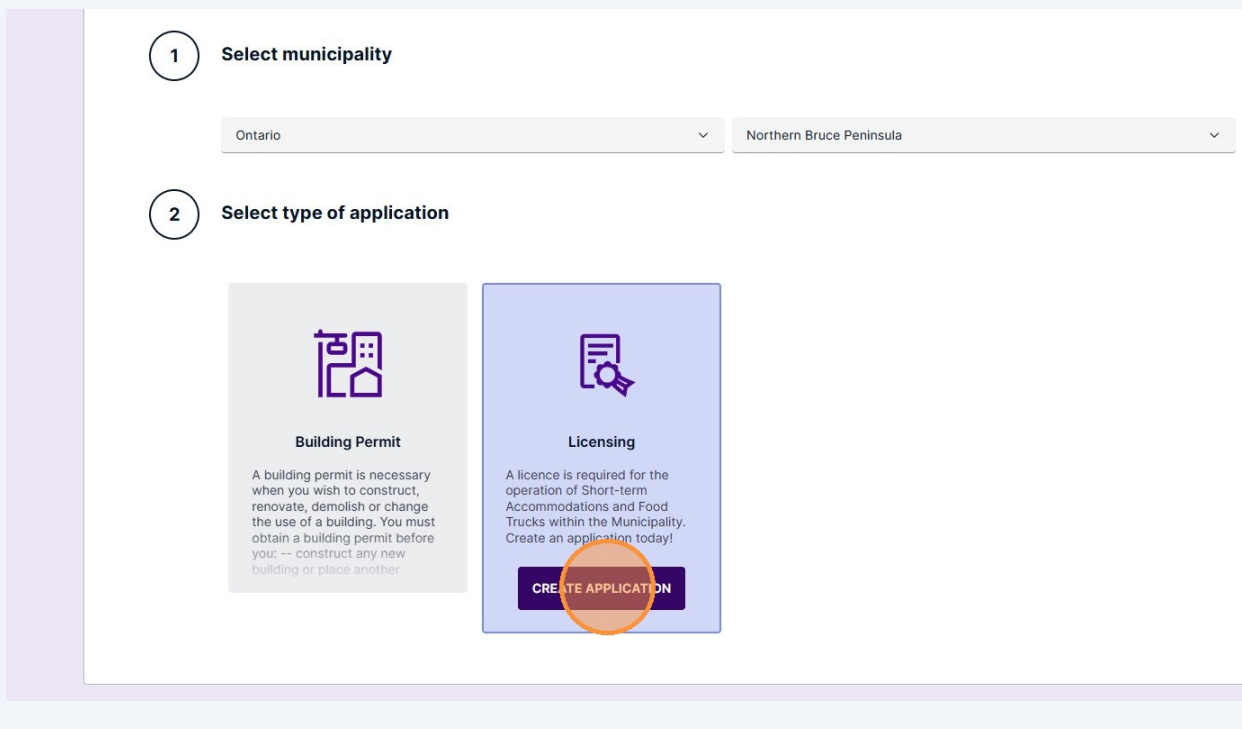
3

Ensure the first drop down is selected as "Ontario" and the second drop down is selected as "Northern Bruce Peninsula".



4

Click "Create application" under the Licensing Icon.



5 Click "Bed and Breakfast Licensing".

The screenshot shows a web interface with a purple header containing three tabs: 'Category' (active), 'Location', and 'Summary'. Below the header is a white box with the title 'Select category, type and target for your application'. Inside this box, there is a grey 'Good to know' section with instructions. Below that are two selection panels. The 'Category' panel on the left has three radio buttons: 'Bed and Breakfast Licensing' (selected and highlighted with an orange circle), 'Food Trucks', and 'Short-term Accommodation'. The 'Work type' panel on the right has one radio button: 'New'. At the bottom of the white box, the text 'Initialization of application' is visible.

6 Click "New".

This screenshot is similar to the previous one, showing the same interface. In this step, the 'Work type' panel on the right has the 'New' radio button selected and highlighted with an orange circle. The 'Category' panel on the left remains the same, with 'Bed and Breakfast Licensing' selected. The rest of the interface, including the header and 'Good to know' section, is identical to the previous screenshot.

7 Click "Next".

The screenshot shows a web application interface with two dropdown menus. The 'Category' dropdown is open, showing three options: 'Bed and Breakfast Licensing' (selected), 'Food Trucks', and 'Short-term Accommodation'. The 'Work type' dropdown is also open, showing one option: 'New'. Below the dropdowns is a section titled 'Initialization of application' with three radio buttons: 'I am the applicant' (selected), 'Create application on behalf of customer', and 'Application already submitted (e.g. by paper or email)'. At the bottom right, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' (highlighted with an orange circle). A 'Back to top' link is visible at the bottom right. A footer contains a long alphanumeric string: '/260429 (dfb220f9c92ede1d577edc6173b5a70f0b2ba23b) 2026-04-29 04:18:28.988 EDT (5)'.

Property Information


8 Search for and select the intended address from the address results.

The screenshot shows a map application interface. At the top, a yellow banner reads 'THE ENVIRONMENT IS FOR TRAINING AND TESTING PURPOSES ONLY.' Below this is a dark blue navigation bar with 'TRAINING' in a blue pill, and links for 'Support', 'EN', 'Messages', and 'Lindsay Forbes'. The main content area shows a map of the 'Northern Bruce Peninsula, Ontario' with a search bar at the top containing '56 lindsay'. Below the search bar, there are two tabs: 'Existing locations' and 'Addresses'. The 'Addresses' tab is active, showing a list of results with '56 LINDSAY RD 5 (Roll number: 4109660002143010000)' highlighted by an orange circle. The map below shows the location of Miller Lake and surrounding roads. At the bottom right, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' (highlighted with a purple box).

9 Ensure the information is correct and click "Next".

ern Bruce Peninsula, Ontario

Q 56 LINDSAY RD 5 X



Address
56 LINDSAY RD 5

Property details
Roll number: 4109660002143010000
Municipal ID: 40244
Property code: 540 - Other industrial (all other types not specifically defined)

Other information
Ward: 66
Zoning: RU1 - General Rural, I - Institutional, EH - Environmental Hazard Area
Legal description: CON 2 EBR PT LOT 5
Property owner: NORTHERN BRUCE PENINSULA

CANCEL BACK NEXT →

Back to top ↗

20f9c32ede1d577edc6173b5a70f0b2ba23b) 2026-04-29 04:18:28.988 EDT (5)

10 Ensure the information is correct and then select "Finish & Create".

Address	Roll number	Municipal ID	Zoning	Property code
56 LINDSAY RD 5	4109660002143010000	40244	RU1 - General Rural, I - Institutional, EH - Environmental Hazard Area	540

APPLICATION TYPE & CATEGORY

LICENSING BED AND BREAKFAST LICENSING

WORK TYPE AND TARGET

NEW

APPROVAL AUTHORITY

NORTHERN BRUCE PENINSULA, LICENSING

CANCEL BACK FINISH & CREATE →

Back to top ↗

0429 (d4b220f9c32ede1d577edc6173b5a70f0b2ba23b) 2026-04-29 04:18:28.988 EDT (5)

Attachment Configuration

11

Scroll down on the page and click "click here" to upload document attachments from your computer.

forbes@northernbruce.ca

ATTACHMENTS Close

Required attachments

Evidence of Septic Inspection	0	Floor Plan	0	Government Issued ID	0	Proof of Insurance	0
Proof of Ownership	0	Renter Code of Conduct	0	Site Plan	0		

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

No attachments

12

Select the applicable document type from the Type dropdown menu.

Required attachments

Evidence of Septic Inspection	0	Floor Plan	0	Government Issued ID	0	Proof of Insurance	0
Proof of Ownership	0	Renter Code of Conduct	0	Site Plan	0		

Screenshot 2026-04-24 161245.png (49.3 KiB) 100 %

Type	Drawing number	Description
1 x Evidence of Septic Inspection		
<input type="checkbox"/> A letter from the property owner (if applicable)		
<input type="checkbox"/> Details on Fuel Source, Water Supply, and Disposal (Grease Disposal and Waste Disposal)		
<input type="checkbox"/> ESA Inspection Report		
<input checked="" type="checkbox"/> Evidence of Septic Inspection		
<input type="checkbox"/> Fire Inspection Report		
<input type="checkbox"/> Floor Plan		

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

Screenshot 2026-04-29 091029.png (14.0 KiB) 100 %

Type	Drawing number	Description
- Select -		

13

Repeat this process for all 7 required documents.

Required attachments

Evidence of Septic Inspection	0	Floor Plan	0	Government Issued ID	0	Proof of Insurance	0
Proof of Ownership	0	Renter Code of Conduct	0	Site Plan	0		

Screenshot 2026-04-24 161245.png (49.3 KiB) 100 %

Type	Drawing number	Description
1 x Evidence of Septic Inspection		

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

Screenshot 2026-04-29 090956.png (21.2 KiB) 100 %

Type	Drawing number	Description
1 x Floor Plan		
<input type="checkbox"/> ESA Inspection Report		
<input type="checkbox"/> Evidence of Septic Inspection		
<input type="checkbox"/> Fire Inspection Report		
<input checked="" type="checkbox"/> Floor Plan		
<input type="checkbox"/> Food Truck Licence Information Form (On Municipal Website)		
<input type="checkbox"/> Government Issued ID		

14

If you would like, enter a brief description of the document in the description field and click "Done".

The screenshot shows a document upload interface with two files. The first file is 'Renter Code of Conduct' with a drawing number field and a description field. The second file is 'Site Plan' with a drawing number field and a description field. Both files have a 'File visibility' dropdown set to 'EVERYONE'. At the bottom, there are two buttons: 'DONE' with a checkmark and 'CANCEL' with an 'X'. The 'DONE' button is highlighted with an orange circle. Below the buttons, it says 'No attachments'. At the very bottom, there is a dark bar with a long alphanumeric string: 'release/260429 (dfb220f9c32ede1d577edo6173b5a70f0b2ba29b) 2026-04-29 04:18:28.988 EDT (5)'.



Ensure that all 7 required document headings have been completed in order to proceed with the application.

If all 7 required headings are not included, Cloudpermit will not allow you to move to the next step.

Submission and Sign-off

15

Click the "Sign off application" button in the top right corner.

THE ENVIRONMENT IS FOR TRAINING AND TESTING PURPOSES ONLY.

ID | [/ 56 LINDSAY RD 5 / Workspace](#) MORE ACTIONS SIGN OFF APPLICATION

earch DOWNLOAD ALL

Attachment type	Filename	Status	Modified
✓ Proof of Ownership	Screenshot 2026-04-29 091007.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes
✓ Proof of Insurance	Screenshot 2026-04-29 091018.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes
✓ Government Issued ID	Screenshot 2026-04-29 091029.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes
✓ Renter Code of Conduct	Screenshot 2026-04-29 091038.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes
✓ Evidence of Septic Inspection 2026 Septic Invoice	Screenshot 2026-04-24 161245.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes
✓ Floor Plan	Screenshot 2026-04-29 090956.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes
✓ Site Plan	Screenshot 2026-04-28 104628.pdf Version 1	New version	2026-04-29, 10:05 a.m. Lindsay Forbes

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Read through the Declaration and click "Sign off".

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; and 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

17

Once the Declaration has been signed off, a button will appear below the field. Click "Submit Application" to proceed.

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.

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 Signed by **Lindsay Forbes** 2026-04-29, 10:05 a.m. [Remove](#)

[DOWNLOAD SIGNED FORM](#) 

[SUBMIT APPLICATION](#) 



Your application has successfully been signed off and submitted!

The Licensing Issuer will contact you through Cloudpermit regarding next steps!