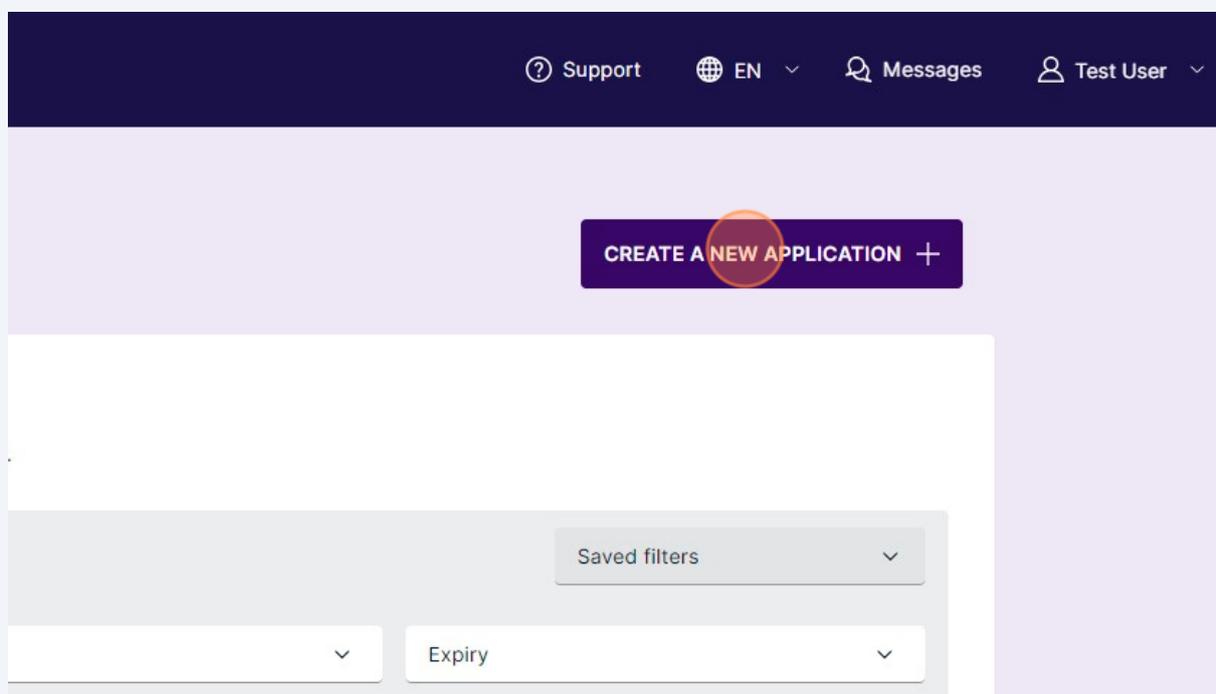


Apply for a Short-term Accommodation Licence

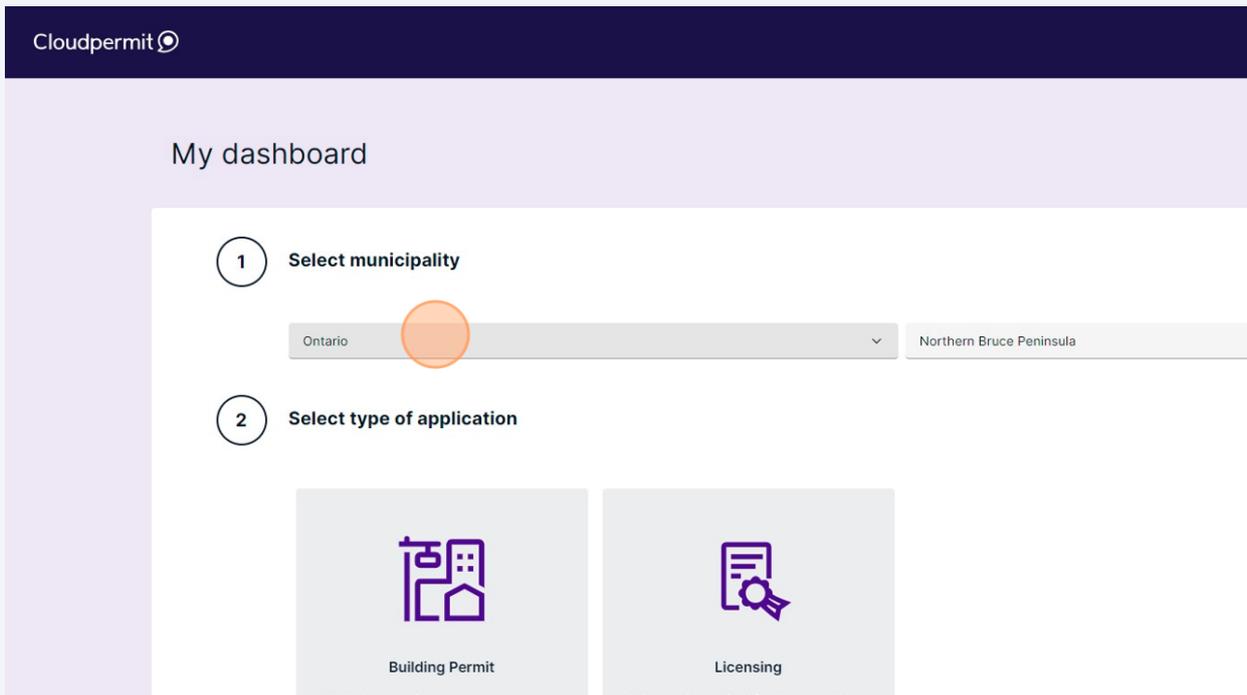
A "Short Term Accommodation" means an entire primary private residential dwelling that is rented to provide accommodations to a person or persons on a temporary basis for a period of less than 30 days.

- 1 Go to <https://ca.cloudpermit.com/registration> and register for a Cloudpermit Account if you do not already have one.

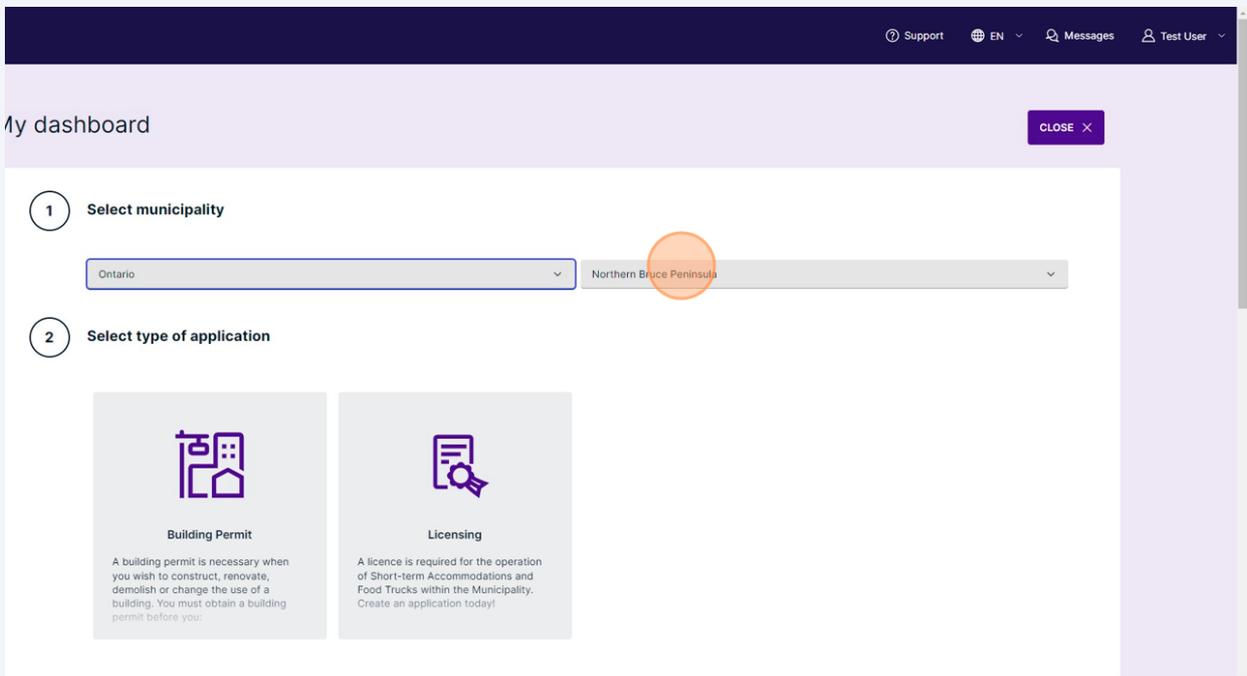
- 2 Click "CREATE A NEW APPLICATION"



3 Ensure this drop down is selected as "Ontario"



4 Click this dropdown and select "Northern Bruce Peninsula"



5 Click Licensing



Building Permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:



Licensing

A licence is required for the operation of Short-term Accommodations and Food Trucks within the Municipality. Create an application today!

[CREATE APPLICATION](#)

6 Click "CREATE APPLICATION"



Building Permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:

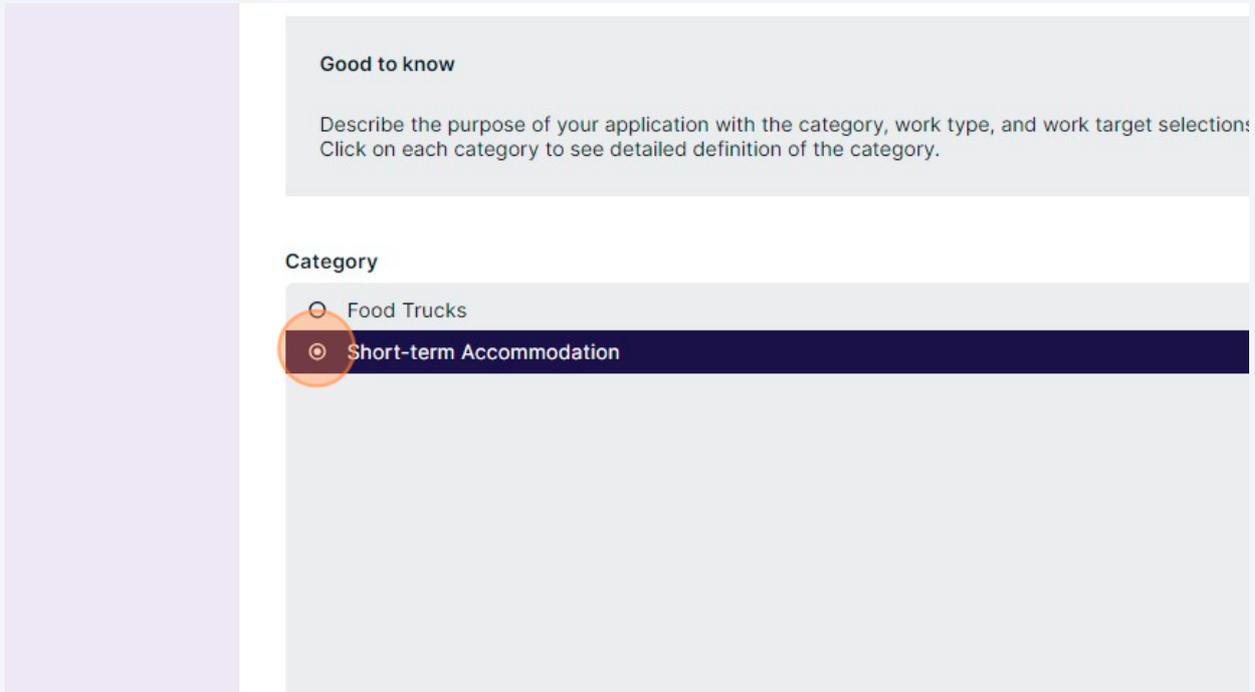


Licensing

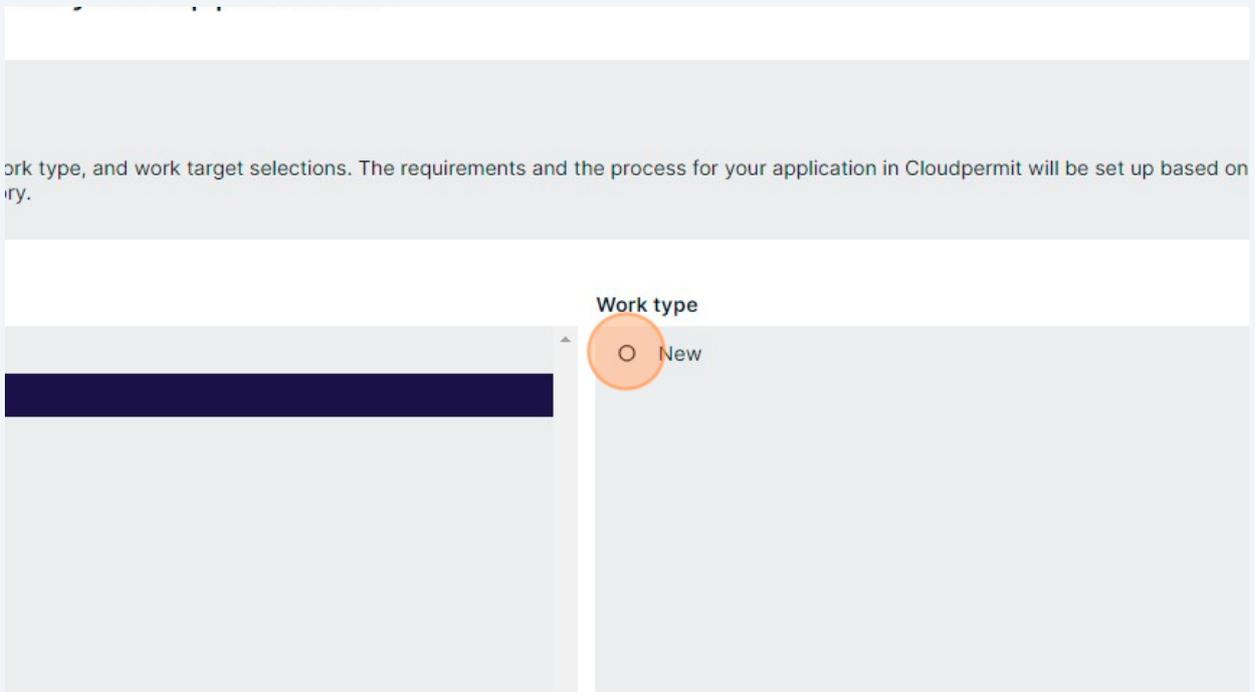
A licence is required for the operation of Short-term Accommodations and Food Trucks within the Municipality. Create an application today!

[CREATE APPLICATION](#)

7 Select "Short-term Accommodations".



8 Click "New"



9 Select the applicable Class

ions. The requirements and the process for your application in Cloudpermit will be set up based on your selections.

type

New

Work target

Class A/B

Class C



Class A/B is for dwellings with four (4) bedrooms or less and has a maximum number of rental days of 180. Class C is for dwellings with five (5) to six (6) bedrooms and can rent year round. If you have a dwelling with four (4) bedrooms or less bedrooms but would like to rent year round, select the "Class C" option.

10 Click "NEXT"

lements and the process for your application in Cloudpermit will be set up based on your selections.

Work target

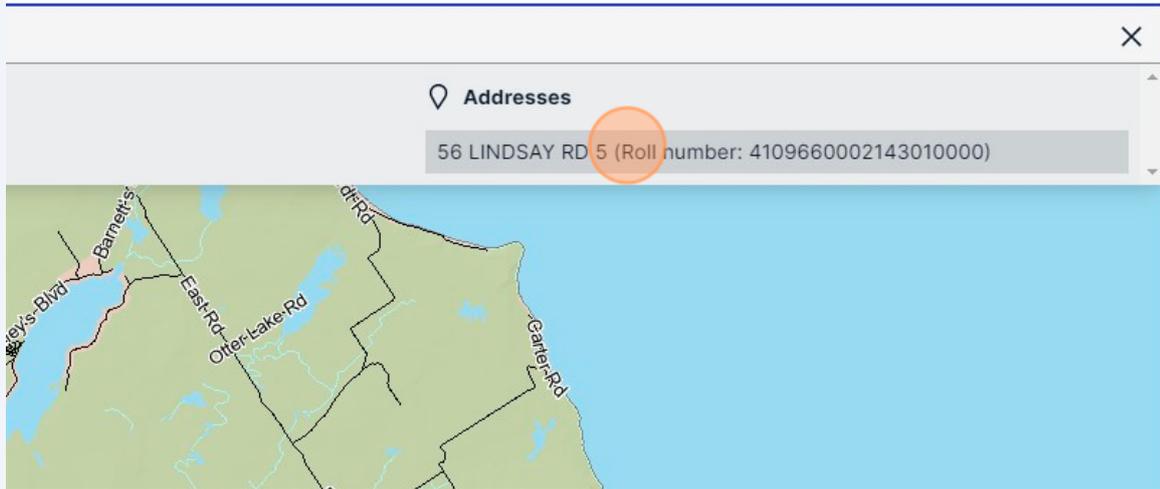
- Class A/B
- Class C

CANCEL BACK NEXT →

11 Type the address of the proposed Short-term Accommodation

12 Click the applicable address

If the subject land consists of more than one property, additional properties are added later.

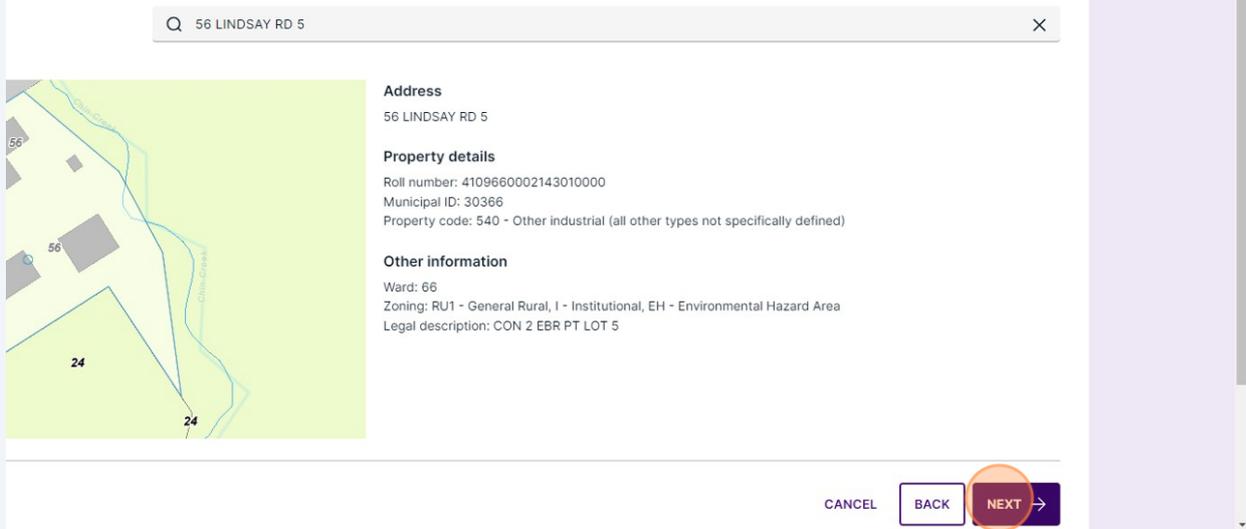


13 Click "NEXT"

Location Summary

1

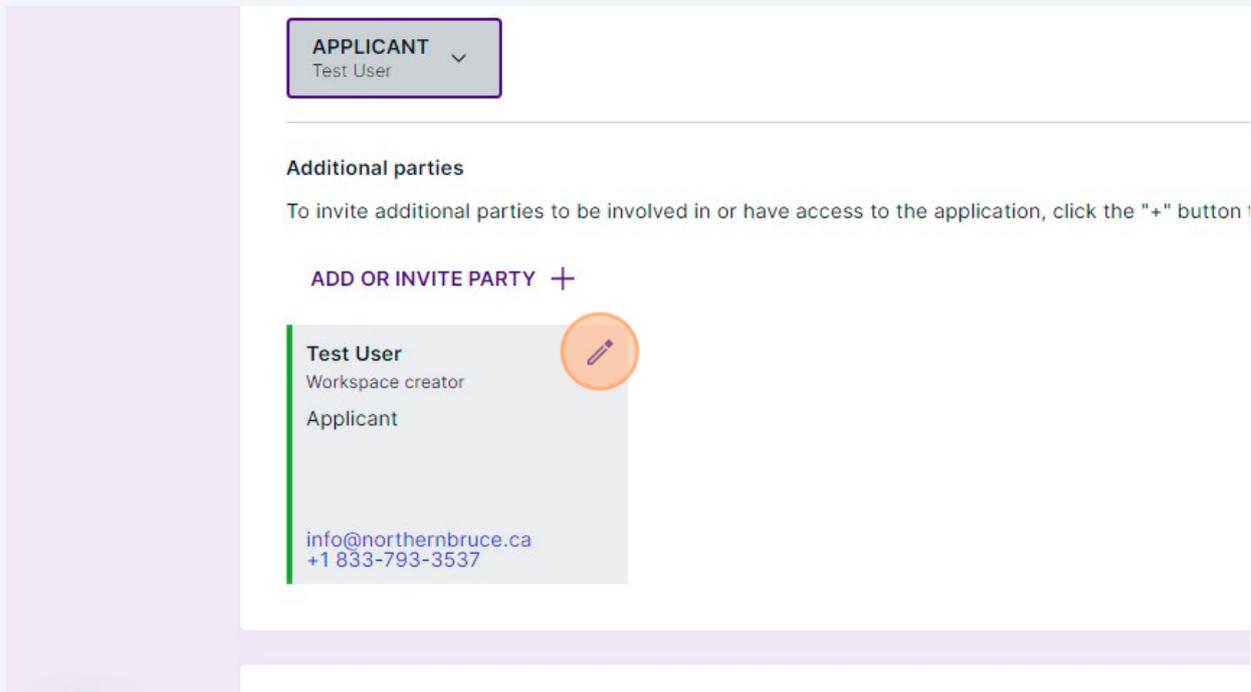
Address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.



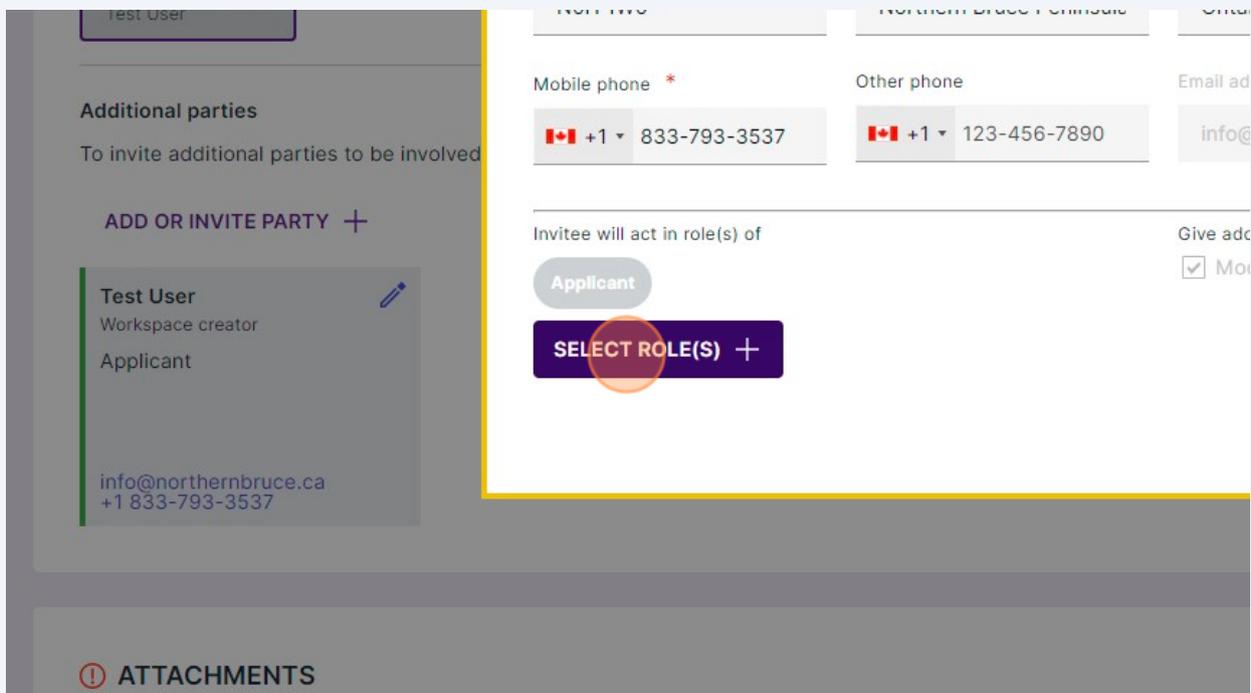
14 Review the Summary and click "FINISH & CREATE"

15 Click "Open"

16 Click this icon.



17 Click "SELECT ROLE(S)"



18 Click this dropdown.

The screenshot shows a user invitation form. On the left, there is a sidebar for 'Test User' with the role 'Applicant' and contact information 'info@northernbruce.ca' and '+1 833-793-3537'. The main form has tabs for 'Northern Bruce Peninsula' and 'Ontario'. It includes fields for 'Mobile phone *' (833-793-3537) and 'Other phone' (123-456-7890), both with Canadian country codes. The 'Invitee will act in role(s) of' section has a dropdown menu currently showing '- Select -', which is highlighted with a blue border and an orange circle. To the right, there is a 'Give additional permissions to' section with a checked checkbox for 'Modify application phase'. At the bottom, there is an 'ATTACHMENTS' section with a warning icon.

19 Ensure that the role of property owner is selected.

This screenshot shows the same user invitation form as in step 18, but with the dropdown menu in the 'Invitee will act in role(s) of' section now showing 'Property owner', which is highlighted with a blue border and an orange circle. The rest of the form, including the contact information and the 'Give additional permissions to' section, remains the same.

20 Click "CLOSE"

A screenshot of a web form. At the top right, there are two buttons: "MORE ACTIONS" with a dropdown arrow and "SIGN OFF". Below these, a modal form is displayed. At the top of the modal, there are two buttons: "REMOVE PARTY" with a trash icon and "CLOSE" with an 'X' icon. The "CLOSE" button is circled in orange. The form contains several input fields: "Street address" with a red asterisk, containing "56 Lindsay Rd 5"; "Unit number" containing "Apartment, suite, etc"; "Province" with a red asterisk, containing "Ontario"; "Corporation or partnership" containing "Your Company"; and "Email address" which is empty. A "Close" button with an upward arrow is visible on the right side of the modal. The background is dimmed and shows the text "adding a new party."

21 If you wish to add additional people to your application, click "ADD OR INVITE PARTY"

A screenshot of a user management interface. At the top, there is a section titled "ASSIGN ROLES" with a search icon. Below it is a dropdown menu currently showing "APPLICANT" and "Test User". A horizontal line separates this from the "Additional parties" section. Under "Additional parties", there is a text instruction: "To invite additional parties to be involved in or have access to the application, click the '+' button". Below this instruction is a prominent purple button labeled "ADD OR INVITE PARTY" with a plus sign, which is circled in orange. Underneath the button is a card for a user named "Test User". The card lists roles: "Workspace creator", "Applicant", and "Property owner". At the bottom of the card, it shows the email "info@northernbruce.ca" and the phone number "+1 833-793-3537". A pencil icon is located at the top right of the card.

22 To attach documents, click "Open"

56 LINDSAY RD 5

MORE ACTIONS

SIGN OFF APPLICATION

Mandatory roles for this application

o assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT
Test User

Additional parties

o invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.

ADD OR INVITE PARTY +

Test User
Workspace creator
Applicant
Property owner
info@northernbruce.ca
+1 833-793-3537

ATTACHMENTS

Open

Back to top

852d19c40bac5a1a5434d4d486b16d5 | 2024-04-10T07:00:43.543Z (9)

23 Click "click here" or drag and drop the applicable files into this area.

ATTACHMENTS

Required attachments

Evidence of Septic Inspection	0	Floor Plan	0	Government Issued ID	0
Proof of Ownership	0	Property Manager/Responsible Person Consent Document	0	Renter Code of Conduct	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

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

The screenshot shows a document upload interface. At the top, there are two tabs: "Evidence of Septic Inspection" and "Proof of Ownership", both with a "0" in a dark blue box. To the right, there are two more tabs: "Floor Plan" and "Property Manager/Responsible Person Consent Document". Below the tabs, the file name "Applicable File.pdf (296.0 KB)" is displayed. Underneath, there is a "Type" dropdown menu with the text "- Select -" and a downward arrow. An orange circle highlights the dropdown menu. To the right of the dropdown is a "Drawing number" input field. Below the dropdown, there is a "File visibility" section with three options: "EVERYONE" (selected and highlighted in a dark blue pill), "RESTRICTED", and "Visible to everyone (default)". At the bottom, there are two buttons: "DONE ✓" and "CANCEL ✕".

25 Select the applicable Attachment Type for the document.

The screenshot shows the same document upload interface as in step 24, but with the "Type" dropdown menu open. The dropdown menu lists several options, each with a checkbox: "A letter from the property owner (If applicable)", "Details on Fuel Source, Water Supply, and Disposal (Grease Disposal and Waste Disposal)", "ESA Inspection Report", "Evidence of Septic Inspection" (highlighted with an orange circle), "Fire Inspection Report", and "Floor Plan". Below the dropdown menu, the text "No attachments" is visible. The "Proof of Ownership" and "Consent Document" tabs are visible at the top.

26

Click "DONE" This is a purple button which will appear after the drop down vanishes.

The screenshot shows a document upload interface. At the top, there are two tabs: "Proof of Ownership" (with a count of 0) and "Consent Document" (with a count of 0). Below the tabs, the text "Applicable File.pdf (296.0 KB)" is displayed. A dropdown menu is open, showing a list of document types. The first item, "Evidence of Septic Inspection", is selected and has a purple '1' with a close icon next to it. Below it are several other options, each with an unchecked checkbox: "A letter from the property owner (If applicable)", "Details on Fuel Source, Water Supply, and Disposal (Grease Disposal and Waste Disposal)", "ESA Inspection Report", "Evidence of Septic Inspection" (which is checked), "Fire Inspection Report", and "Floor Plan". The text "No attachments" is visible at the bottom of the dropdown menu.

27

Repeat this step for all required documents.

The screenshot shows a document upload interface. At the top, there are four tabs: "Evidence of Septic Inspection" (with a count of 1), "Floor Plan" (with a count of 0), "Proof of Ownership" (with a count of 0), and "Property Manager/Responsible Person Consent Document" (with a count of 0). Below the tabs, the text "Applicable File.pdf (296.0 KB)" is displayed. A dropdown menu is open, showing a list of document types. The first item, "Evidence of Septic Inspection", is selected and has a purple '1' with a close icon next to it. Below it are several other options, each with an unchecked checkbox: "A letter from the property owner (If applicable)", "Details on Fuel Source, Water Supply, and Disposal (Grease Disposal and Waste Disposal)", "ESA Inspection Report", "Evidence of Septic Inspection" (which is checked), "Fire Inspection Report", and "Floor Plan". The text "No attachments" is visible at the bottom of the dropdown menu.

28 Click "SIGN OFF APPLICATION"

MORE ACTIONS ▾ SIGN OFF APPLICATION ✎

YES

SUBMITTED

Application needs to be signed off before submission.

Attachments Fees & Payments

Close ▾

29 Read through the information provided and click "SIGN OFF"

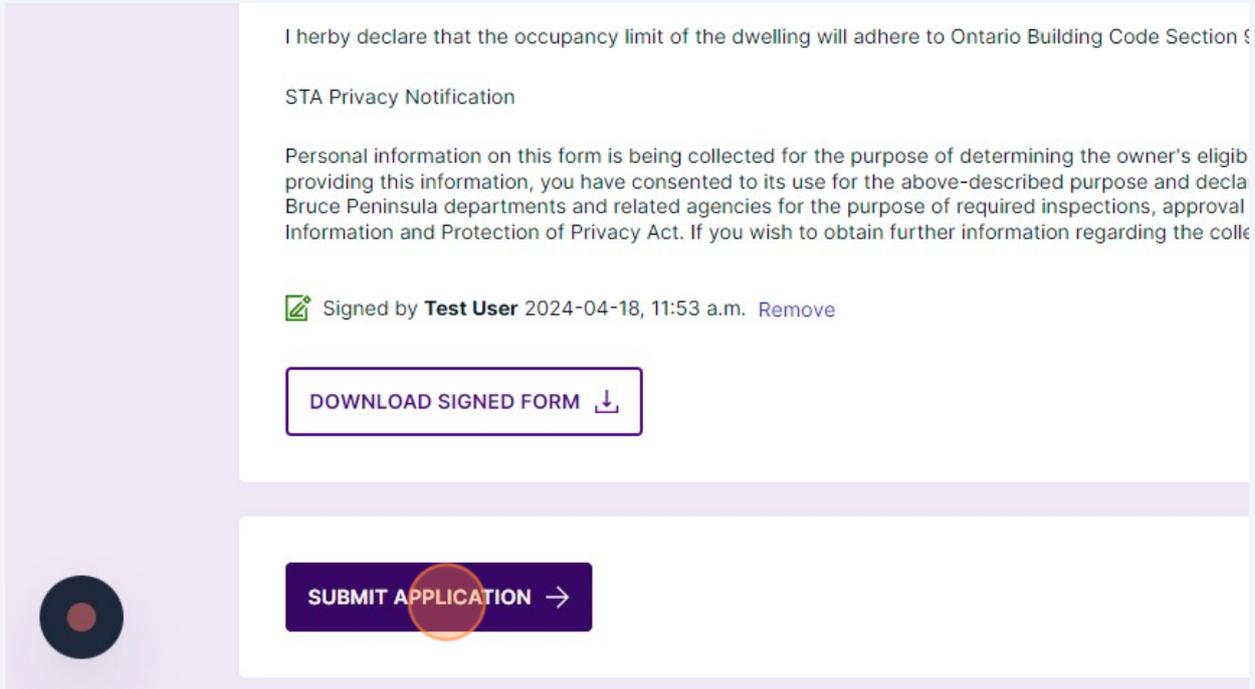
I hereby declare that the occupancy limit of the dwelling will adhere to Ontario Building Code Section 9.9.1.1. I have read and understand the information provided in the STA Privacy Notification.

Personal information on this form is being collected for the purpose of determining the owner's eligibility for the above-described purpose and I declare that I have provided this information for the purpose of required inspections, approval of the application and the protection of privacy. I consent to the collection, use and disclosure of my personal information for the purpose of required inspections, approval of the application and the protection of privacy. If you wish to obtain further information regarding the collection, use and disclosure of your personal information, please contact the Information and Protection of Privacy Act. If you wish to obtain further information regarding the collection, use and disclosure of your personal information, please contact the Information and Protection of Privacy Act.

SIGN OFF ✎

Application needs to be signed off by the Applicant

30 Click "SUBMIT APPLICATION"



I hereby declare that the occupancy limit of the dwelling will adhere to Ontario Building Code Section 6.1.1.

STA Privacy Notification

Personal information on this form is being collected for the purpose of determining the owner's eligibility for a permit. By providing this information, you have consented to its use for the above-described purpose and declared that you are not a resident of the Bruce Peninsula departments and related agencies for the purpose of required inspections, approval of permits, and the Access to Information and Protection of Privacy Act. If you wish to obtain further information regarding the collection, use, and disclosure of your personal information, please contact the appropriate department.

 Signed by **Test User** 2024-04-18, 11:53 a.m. [Remove](#)

[DOWNLOAD SIGNED FORM](#) 

[SUBMIT APPLICATION](#) 

31 Following the submission of your application, you will be contacted via Cloudpermit messages regarding next steps. A bill will not be issued until the documents have been reviewed.

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