



## **Municipality of Northern Bruce Peninsula**

### **How to Register a Short-Term Accommodation Property**

# Short Term Accommodation Licensing Overview

All persons operating a Short-Term Accommodation (STA) are required to obtain a STA Licence to operate. Monthly rentals (those of 28 or more consecutive days) do not require a short term accommodation licence.

## Terms of Licenses

- STA licenses are issued for a one-year term
- A licence holder can begin the renewal of their STA licence 6 months prior to the current licence expiration to ensure they are able to take advance bookings
- A STA licence is conditional upon the homeowner maintaining ownership of the property; licensees are non-transferable, and a new owner of a property will be eligible to apply for a new licence.
- STA occupancy will be based on 2 persons per bedroom

## Privacy

The Municipality of Northern Bruce Peninsula will not publicly post names or addresses of STA properties. All information collected as part of the STA licensing process will be protected in accordance with the Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

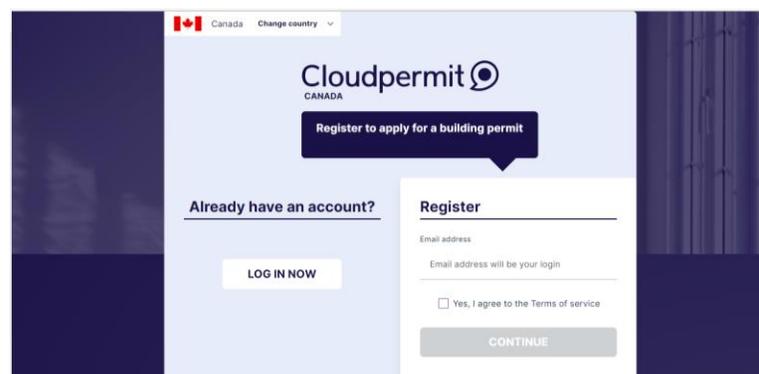
## How to Apply for a STA Licence

### STA Permit Applications

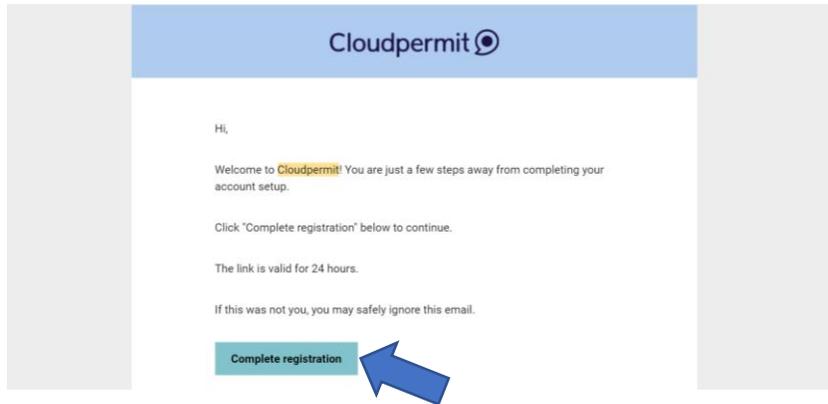
Access the Municipality of Northern Bruce Peninsula's online building permit application through the portal at <https://ca.cloudpermit.com/login>

### New User

New users must register for an account using your email address.

The image shows a screenshot of the Cloudpermit Canada website's registration page. At the top, there is a navigation bar with a Canadian flag icon, the text "Canada", and a "Change country" dropdown menu. Below this is the "Cloudpermit CANADA" logo. A prominent dark blue button with white text says "Register to apply for a building permit". The main content area is split into two sections. On the left, under the heading "Already have an account?", there is a white "LOG IN NOW" button. On the right, under the heading "Register", there is a form with an "Email address" input field, a note "Email address will be your login", a checkbox for "Yes, I agree to the Terms of service", and a grey "CONTINUE" button at the bottom.

You will be sent a confirmation email to verify the validity of your email address. When you receive the email, open it, and click on “complete registration”.

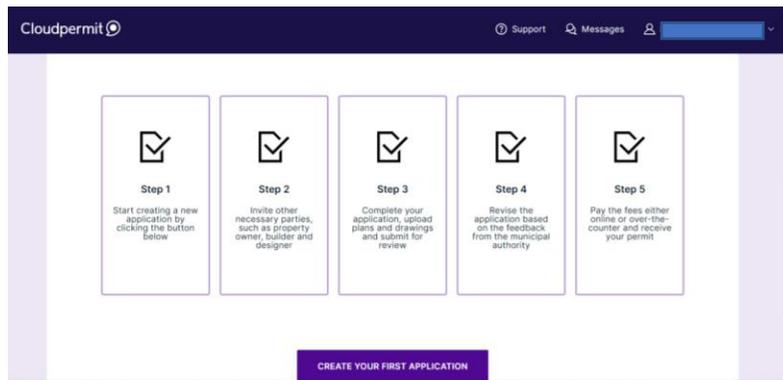


You will be taken to a page to complete your user details and register an account.

Upon completing registration, you will be directed to a personal dashboard that will track your permit application.

### Returning User

Login using your credentials and proceed to your personal dashboard to begin the STA process.



### Apply for a STA Licence

You will create a new project for each STA address. Project names will be labelled as;

STA Registration: {address}

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## Project selection

All applications are part of a project which can contain multiple applications. Start by creating a new project.

**CREATE A NEW PROJECT**

Name of the project

CANCEL BACK NEXT →

Under “select a project” you will click on “residential”.

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## Select project type

**Good to know**  
Project types relate to the overall scope of your proposal.

 Agricultural

 Commercial

 Industrial

 Institutional

 Residential

 Other

Cloudpermit Support Messages Peggy Van Mierlo-West

**Good to know**  
Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category	Work type	Work target
Combined use	New	Occupancy
Commercial building	Renewal	
Demolition		
Industrial building		
Institutional building		
Miscellaneous		
Plumbing		
Pools		
Residential building		
Sewage system		
Short-term accommodation		

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APPLICATION TYPE & CATEGORY

BUILDING PERMIT SHORT-TERM ACCOMMODATION

WORK TYPE AND TARGET

NEW OCCUPANCY

APPROVAL AUTHORITY

NORTHERN BRUCE PENINSULA BUILDING CONTROL

CANCEL BACK FINISH & CREATE →

Click “Finish and Create.

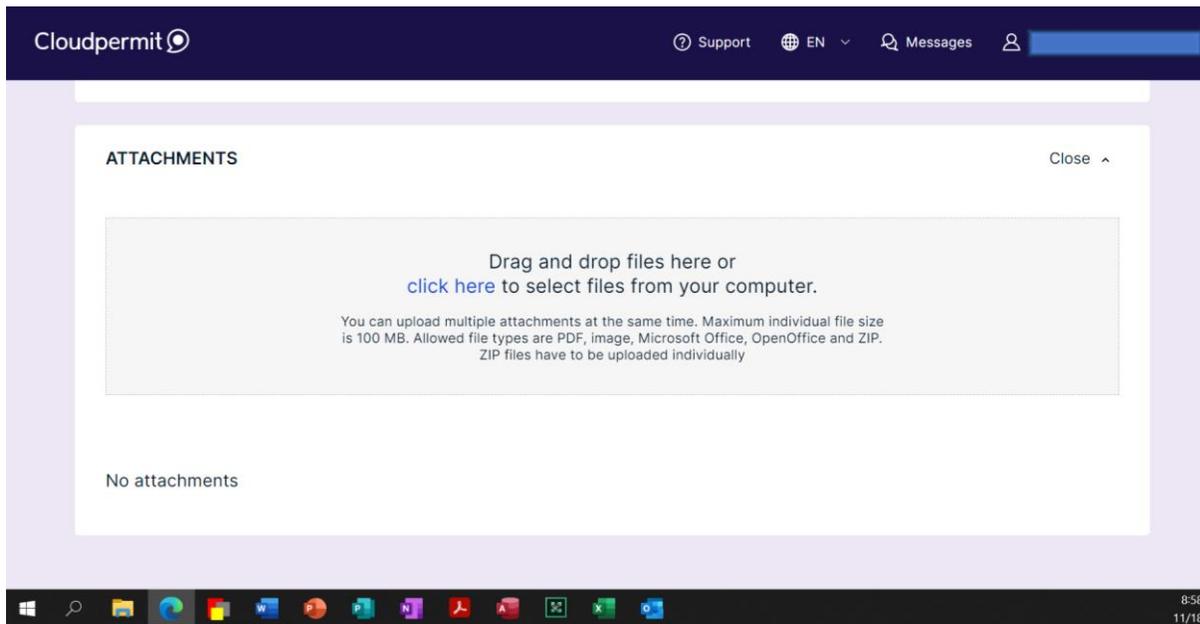
On the next screen, you will be able to review your account information and begin to add all relevant information.

You will be prompted to provide an estimated cost of construction and area of work. Enter “1” for each answer.

Attachments will include:

- a) Proof of Septic Inspection
  - a. This requirement is to be done every 3 years. The Municipality will accept inspections as late as 2019.
- b) Proof of Insurance
  - a. Documentation must include date of expiration, name of insurance company etc.
- c) Contact information for Property Manager
  - a. Include name, address, phone number and email
  - b. Company name
- d) Site Plan – can be hand drawn,
  - a. include location of well, septic tank
  - b. Fire Pit
- e) Parking Plan – Can be hand drawn
  - a. Include the dimensions of the driveway
  - b. Note that cars are to not park on the road overnight
- f) STA Owner Authorization Form
  - a. Complete the [Owner Authorization Form](#) on the municipal website Ensure you save a copy of the form and upload the completed form as an attachment.

- b. You are only required to complete this form if someone other than the property owner is submitting the application or may be contacted by the Municipality to discuss your STA. Cloudpermit will require you to upload a document in this section even if you are not completing the form. Upload a blank document or a document that says “N/A” to satisfy the requirement.
- g) Responsible Owner Consent Letter
  - a. Prepare a brief letter noting the name and contact information for your property manager.



You will be prompted to answer questions relating to building code applicable laws and Tarion Warranty Corporation. You can answer either “yes” or “no” as these questions are only applicable to building permit applications.

Next, you will need to click a purple button to **sign off** on your application.

Then, go to the top of the page, click the back button, and ensure you click “**submit**” to finalize and officially submit your application.