

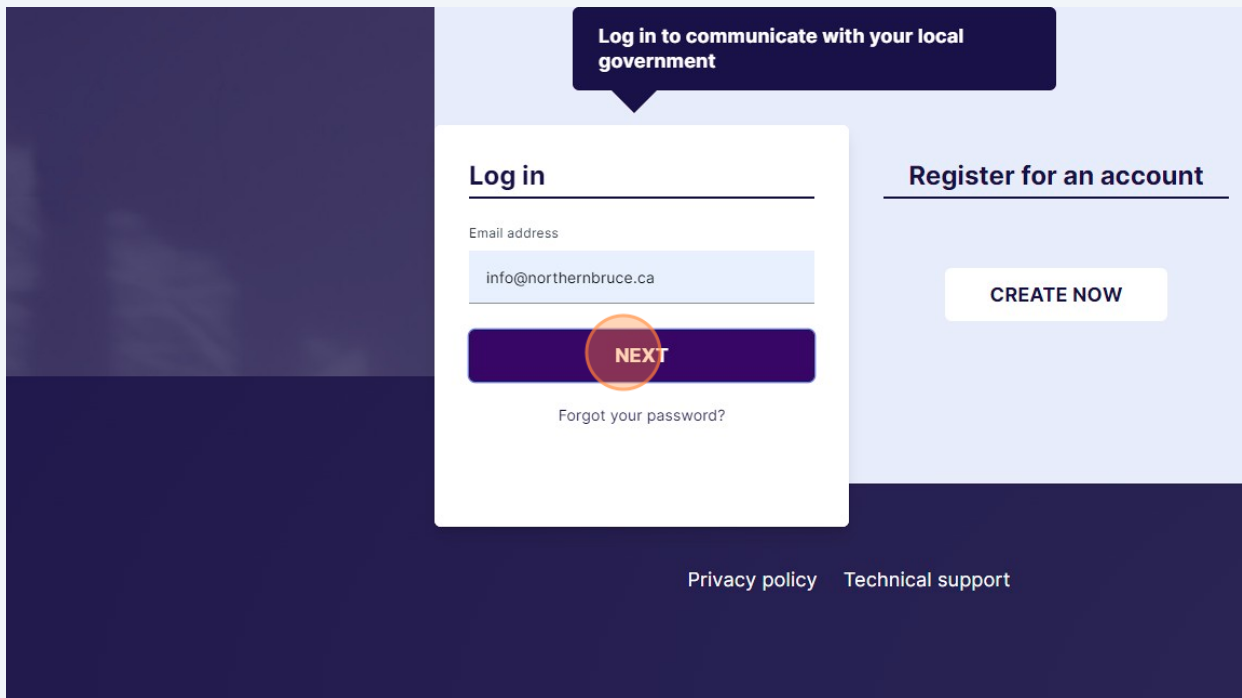


Renewing your Short-term Accommodation Licence

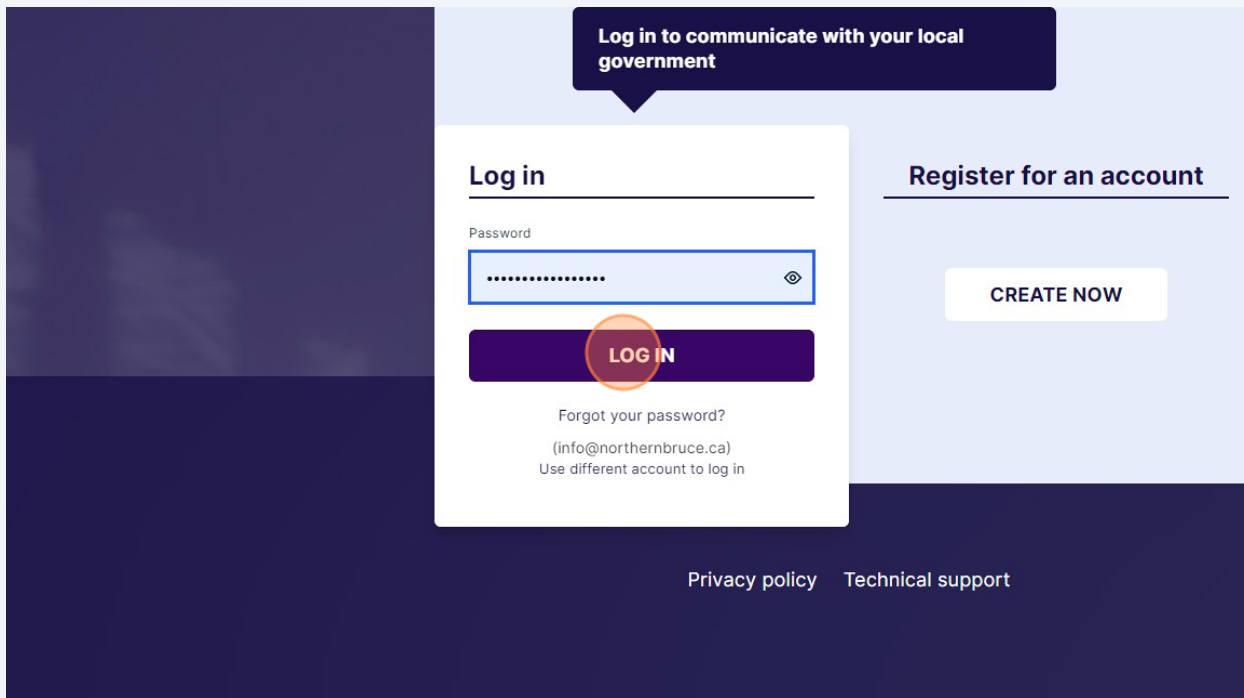
Short-term Accommodation Licences are valid for a period of one (1) year from the date of issue. Licences must be renewed annually to ensure that the property retains a valid licence and are permitted to rent.

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

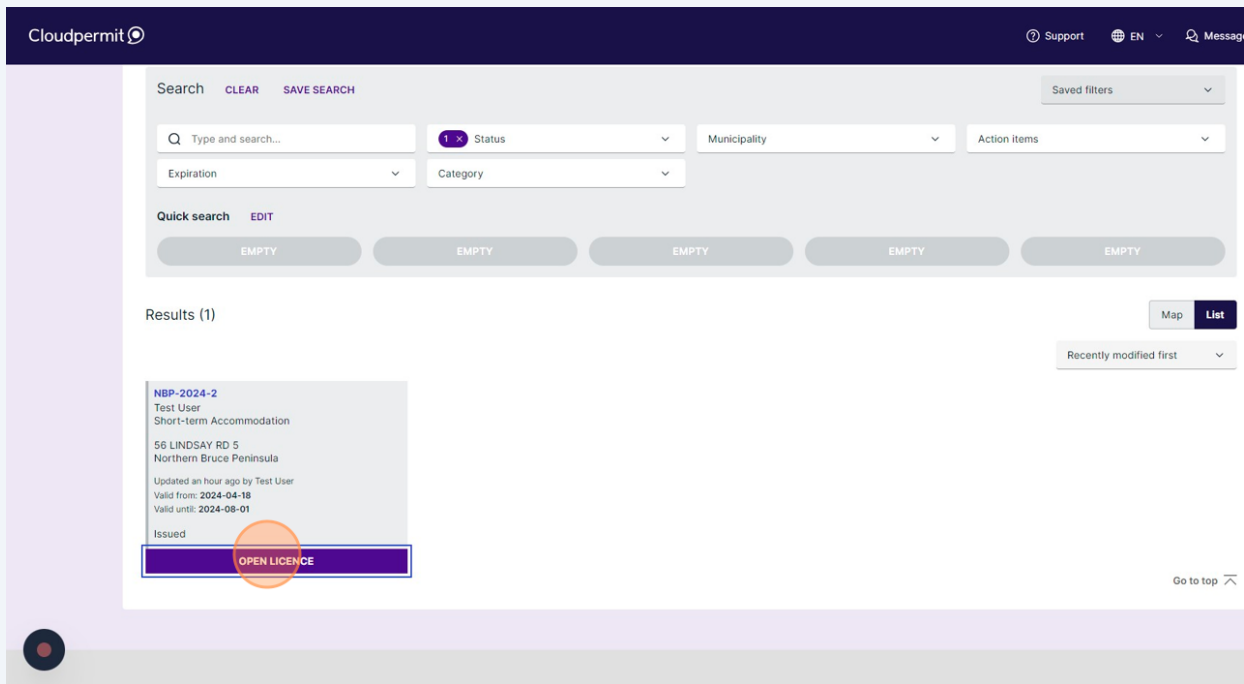
- 2 Click "NEXT"



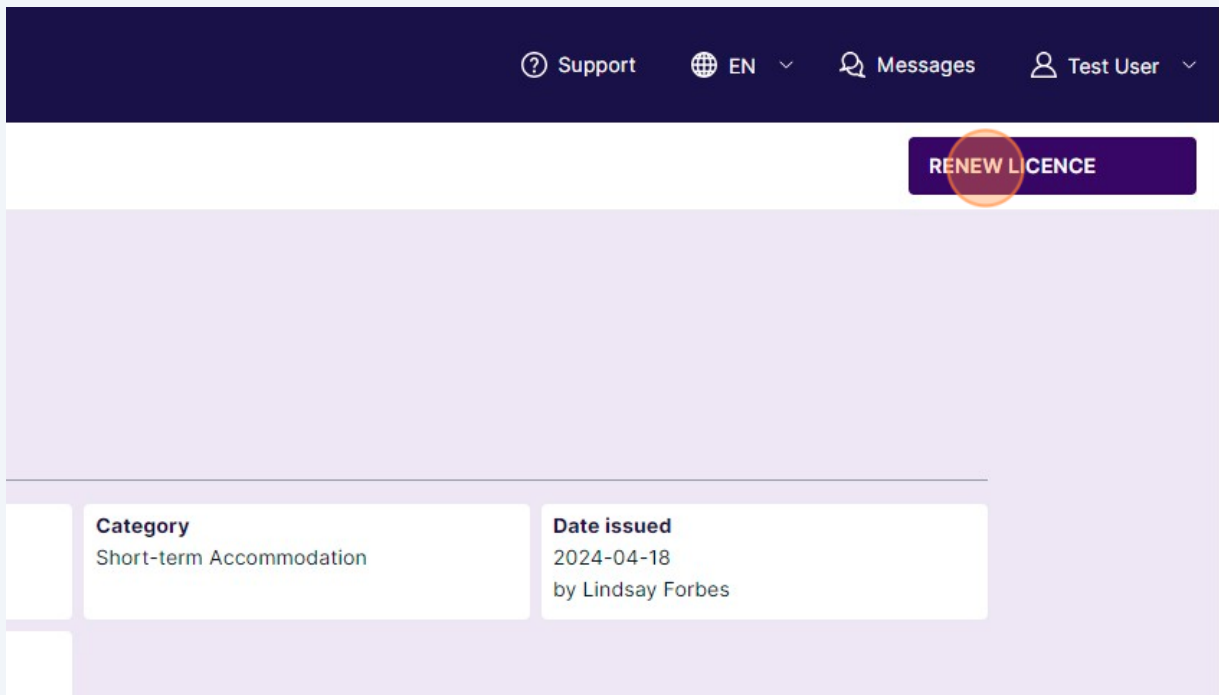
3 Click "LOG IN"



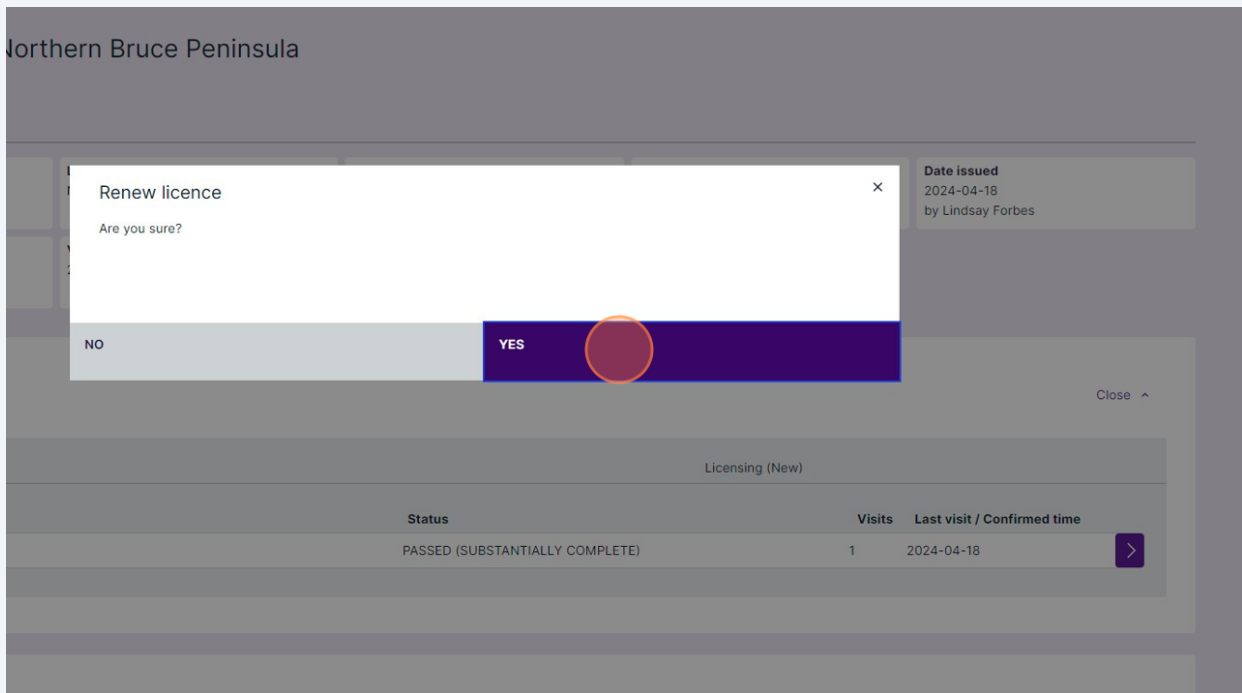
4 Find the licence you wish to renew and click "OPEN LICENCE"



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



6 Click "YES"



7 Click "Open"

56 LINDSAY RD 5

MORE ACTIONS

SIGN OFF APPLICATION

RELATED WORKSPACES

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

ATTACHMENTS

Open

Back to top

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

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



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/>

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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	Drawing number
- Select -	

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

DONE ✓ **CANCEL** ✕

10 Click the applicable attachment type.

Applicable File.pdf (296.0 KB)

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		

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
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11 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 x 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
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12 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.

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

13 Click "SIGN OFF APPLICATION"

The screenshot shows a web application interface for a licensing application. At the top right, there are navigation links for Support, EN, Messages, and Test User. Below this, the breadcrumb path is "/ 56 LINDSAY RD 5". A "MORE ACTIONS" dropdown menu and a "SIGN OFF APPLICATION" button (circled in orange) are visible. The main content area displays the application details for "LINDSAY RD 5, Northern Bruce Peninsula". It includes a "Category" of "Short-term Accommodation" and a "Work type" of "Renewal". The application is assigned to "Lindsay Forbes". There are fields for "number" (1660002143010000) and "Licence number" (NBP-2024-2). A "RELATED WORKSPACES" section shows a table with one entry: "Short-term Accommodation - Class A/B Licensing (NBP-2024-2)" for "56 LINDSAY RD 5" with a status of "ISSUED" and a note "Updated a day ago by". Below this is an "APPLICATION" section with a progress indicator showing "CURRENT STEP: DRAFT 1/5" and "NEXT STEP: SUBMITTED". At the bottom, there is a "PENDING TASKS" section with a table of tasks, some marked with green checkmarks and one with a white circle. A note at the bottom right states "Application needs to be signed off before submission."

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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.