

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.

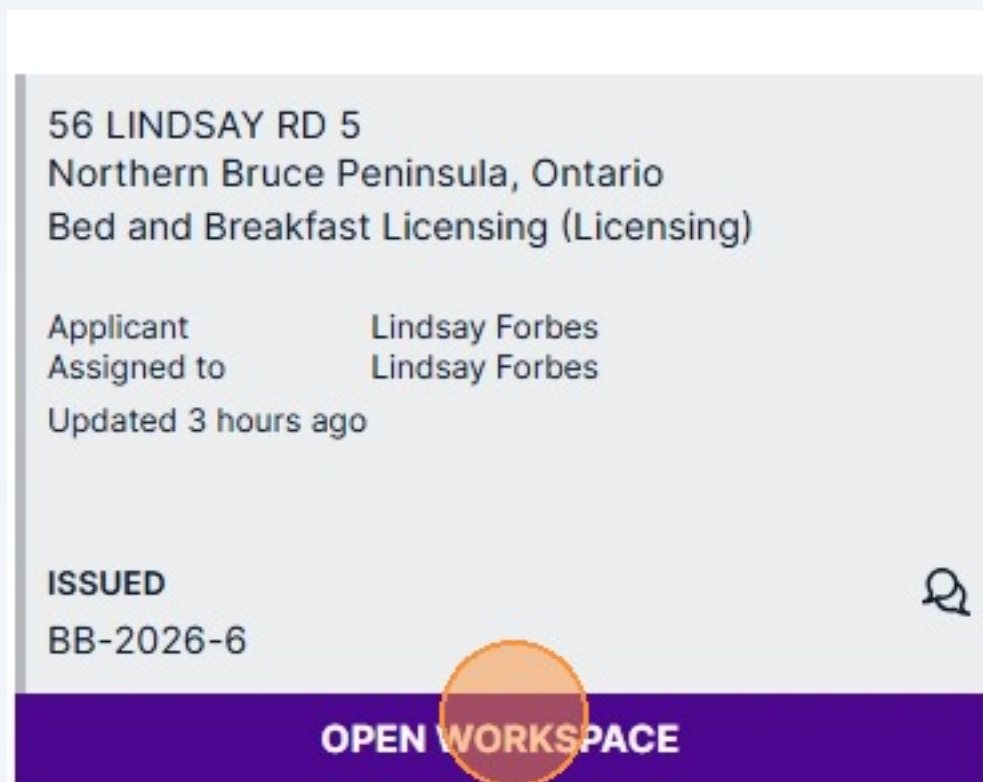
Workspace Navigation

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".

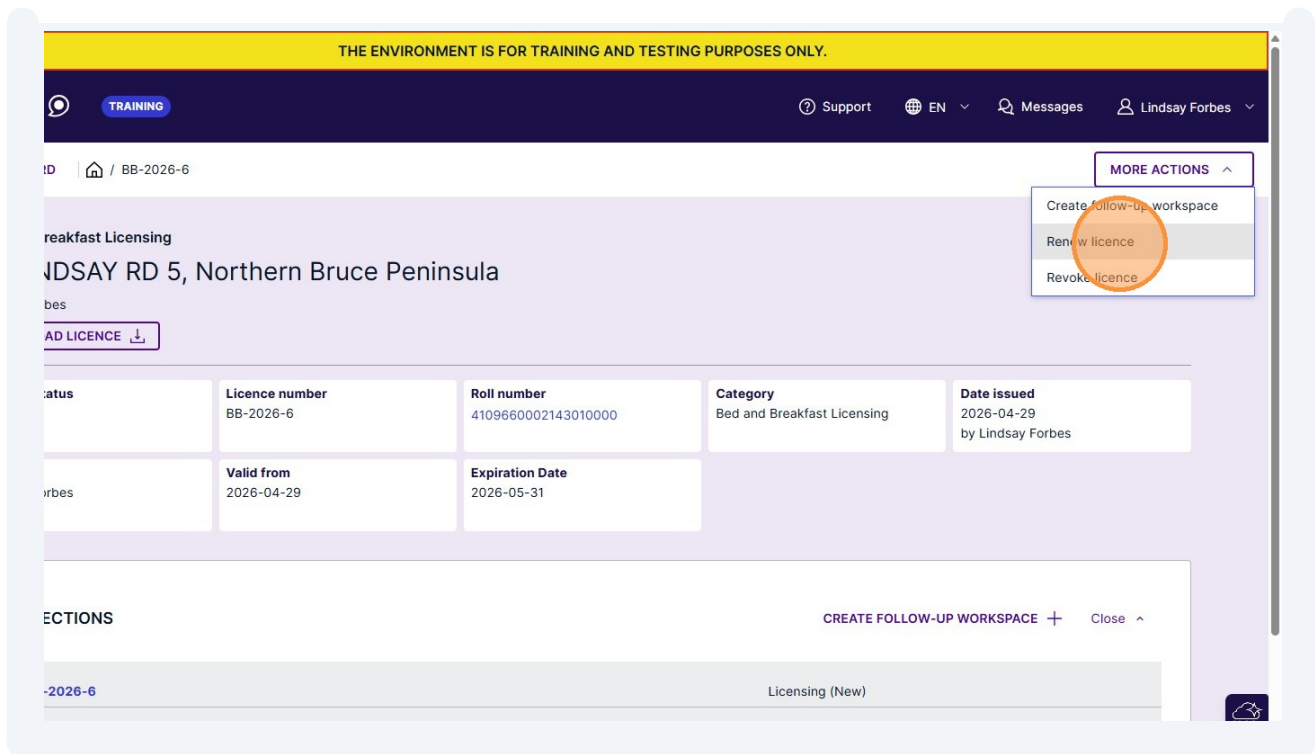


4 Once in the workspace, click the Licence number link.

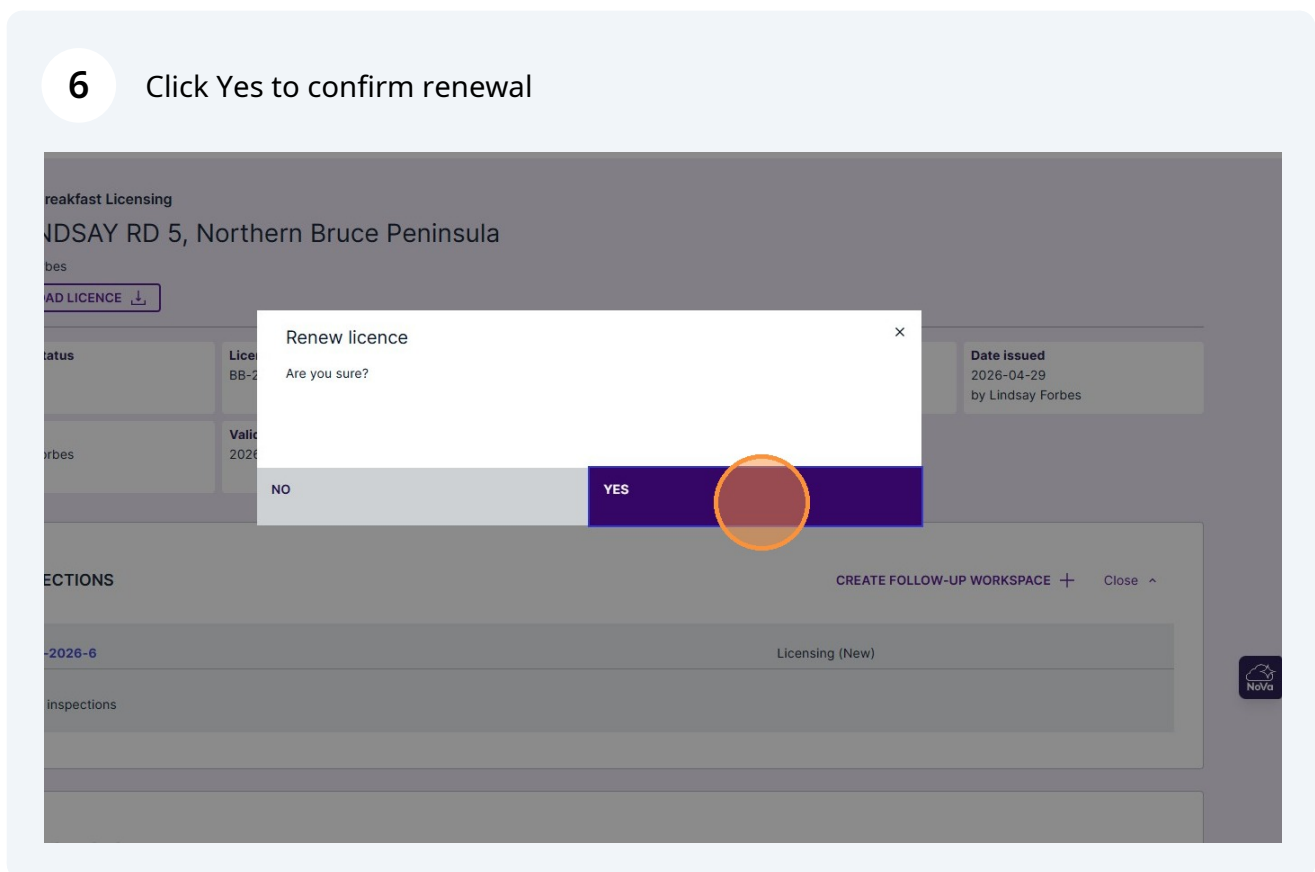
The screenshot shows a workspace titled "Licensing" for "56 LINDSAY RD 5, Northern Bruce Peninsula". It includes fields for "Category" (Bed and Breakfast Licensing) and "Work type" (New). There are buttons for "SHOW MAP" and "DOWNLOAD LICENCE". The "Assigned to" field shows "Lindsay Forbes". Below this, there are links for "Show messages" and "Email notifications" (set to YES). A table displays the "Roll number" (4109660002143010000), the "Licence number" (BB-2026-6, highlighted with an orange circle), and the "Submitted" date (2026-04-29, 10:05 a.m.). A section titled "APPLICATION" shows the "CURRENT STEP: ISSUED 5 / 5" and a progress bar with four steps: "Parties" (checked), "Application" (checked), "Attachments" (checked), and "Fees & Payments" (unchecked). At the bottom, a tab labeled "1 PARTIES TO THE APPLICATION" is visible.

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

The screenshot shows the same workspace with a yellow banner at the top stating "THE ENVIRONMENT IS FOR TRAINING AND TESTING PURPOSES ONLY." The top navigation bar includes "TRAINING", "Support", "EN", "Messages", and "Lindsay Forbes". The breadcrumb trail shows "ID / BB-2026-6". The "MORE ACTIONS" button in the top right corner is highlighted with an orange circle. Below the workspace title, there is a "Download LICENCE" button. A table displays the following information: "Status" (Issued), "Licence number" (BB-2026-6), "Roll number" (4109660002143010000), "Category" (Bed and Breakfast Licensing), "Date issued" (2026-04-29 by Lindsay Forbes), "Valid from" (2026-04-29), and "Expiration Date" (2026-05-31). At the bottom, there is a section for "ACTIONS" with a button for "CREATE FOLLOW-UP WORKSPACE" and a "Close" button.



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.

The screenshot shows the 'ATTACHMENTS' section of a web application. At the top, there's a navigation bar with 'BACK TO DASHBOARD', a home icon, the address '56 LINDSAY RD 5 / Workspace', a 'MORE ACTIONS' dropdown, and a 'SIGN OFF' button. The main heading is 'ATTACHMENTS' with a 'Close' link. Below this, a section titled 'Required attachments' contains a grid of document types, each with a count of '1': 'Evidence of Septic Inspection', 'Floor Plan', 'Government Issued ID', 'Proof of Insurance', 'Proof of Ownership', 'Renter Code of Conduct', and 'Site Plan'. There is also an 'ADD REQUIRED ATTACHMENT +' button. Below the grid is a large dashed box for file uploads, with an orange circle highlighting the text 'click here' in the instruction 'Drag and drop files here or click here to select files from your computer.' Below this box, a note states: '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'. Further down, a 'Filter attachments' section shows buttons for each document type: 'EVIDENCE OF SEPTIC INSPECTION', 'FLOOR PLAN', 'GOVERNMENT ISSUED ID', 'PROOF OF INSURANCE', 'PROOF OF OWNERSHIP', 'RENTER CODE OF CONDUCT', and 'SITE PLAN'. Below the filters, the license number 'Bed and Breakfast Licensing CA-3541069-L-2026-16' is displayed. At the bottom, there is a search bar with a magnifying glass icon and a 'DOWNLOAD ALL' button. A table header is partially visible at the very bottom with columns: Attachment type, Filename, Status, and Modified.

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 -		
☐ Government issued ID		
☐ Grey Bruce Health Unit Inspection Report		
☐ Letter of Compliance from Ministry of Transportation or County of Bruce (If applicable)		
☐ Owner Authorization Form (If applicable)		
☒ Proof of Insurance		
☐ 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](#)

☐	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	
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 1 x 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

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.

VRD | [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

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.

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.

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 Signed by **Lindsay Forbes** 2026-04-29, 1:17 p.m. Remove

DOWNLOAD SIGNED FORM

SUBMIT APPLICATION

release/260429 (dfb220f9c32ede1d577edc6173b5a70f0b2ba23b) 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!