

# 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"

My dashboard

GO TO WORKSPACE

CREATE A NEW APPLICATION +

Locations

3

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

**1 Select municipality**

Ontario Northern Bruce Peninsula

**2 Select type of 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: -- construct any new building or place another

**Licensing**

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

**CREATE APPLICATION**

4

Click "Create application" under the Licensing Icon.

**1 Select municipality**

Ontario Northern Bruce Peninsula

**2 Select type of 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: -- construct any new building or place another

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

**CREATE APPLICATION**

## 5 Click "Bed and Breakfast Licensing".

The screenshot shows a web interface with a purple header bar containing three tabs: 'Category' (active), 'Location', and 'Summary'. Below the header, the main content area is titled 'Select category, type and target for your application'. A grey box labeled 'Good to know' contains instructions: '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.' Below this, there are two columns. The 'Category' column has a list with 'Bed and Breakfast Licensing' selected and highlighted with an orange circle. Other options are 'Food Trucks' and 'Short-term Accommodation'. The 'Work type' column has a single option 'New'. At the bottom, there is a section titled 'Initialization of application'.

## 6 Click "New".

This screenshot is similar to the previous one, showing the same web interface. In this step, the 'Work type' column is the focus, with the 'New' option highlighted by an orange circle. The 'Category' column still shows 'Bed and Breakfast Licensing' as the selected option. The rest of the interface, including the header, instructions, and the 'Initialization of application' section, remains the same.

## 7 Click "Next".

Category

- ☒ Bed and Breakfast Licensing
- ☐ Food Trucks
- ☐ Short-term Accommodation

Work type

- ☒ New

Initialization of application

☒ I am the applicant ☐ Create application on behalf of customer ☐ Application already submitted (e.g. by paper or email)

CANCEL BACK NEXT →

Back to top

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## Property Information

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

THE ENVIRONMENT IS FOR TRAINING AND TESTING PURPOSES ONLY.

TRAINING

Support EN Messages Lindsay Forbes

Southern Bruce Peninsula, Ontario

56 lindsay

Existing locations

- 56 LINDSAY RD 5

Addresses

- 56 LINDSAY RD 5 (Roll number: 4109660002143010000)

CANCEL BACK NEXT →

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

Northern Bruce Peninsula, Ontario

Q 56 LINDSAY RD 5



**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

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## 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

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# Attachment Configuration

11

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

lforbes@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".

Document 2026-04-28 104628.png (111.0 KiB) 100 %

| Type                       | Drawing number | Description |
|----------------------------|----------------|-------------|
| 1 x Renter Code of Conduct |                |             |

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

Screenshot 2026-04-28 104628.png (111.0 KiB) 100 %

| Type          | Drawing number | Description |
|---------------|----------------|-------------|
| 1 x Site Plan |                |             |

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

**DONE** ✓ **CANCEL** ✕

No attachments

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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

DOWNLOAD ALL

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

## 16 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

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

Smoke and the Ontario Fire Code, respectively, smoke 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!