



**THE CORPORATION OF THE
TOWN OF PENETANGUISHENE
BY-LAW NUMBER 2022-58**

**Being a By-law to License, Regulate and
Govern Short-term Rental
Accommodations**

Getting Started with the Cloud Permit System

The Town of Penetanguishene is pleased to offer residents Cloudpermit – an online system to apply for and track your Short-Term Rental Application License.

The Cloudpermit system allows you to apply for and see the status of your application anywhere, at any time. You can start an application and finish it later and receive email updates on the status of your application.

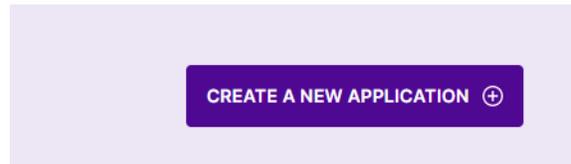
To Create an Account

You need to Create an Account. Note you will need an email address to use the system.

1. Go to the Cloudpermit site at <https://ca.cloudpermit.com/login>.
2. Click on “Create a New Account” found under the “continue” arrow.
3. Provide your email address.
4. Cloudpermit will send an email to the address you have provided.
5. Open the email and complete the registration process. The next time you visit the site, you will login using your email and password.

To Start a New Application **Login** to Cloudpermit.

Click the “**Create a New Application** ” button in the upper right-handed corner.



Create a **New Project** and give it a name. Some combination of your address and the project type might be an effective way to keep track if you'll be applying for multiple licenses

(For example – 123 Anywhere St– Short Term Rental). Then select **NEXT**

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT **CREATE A NEW PROJECT**

Name of the project

Provide the **Location** where the work will be taking place. Change the municipality (dropdown menu in the upper right-hand corner) to PENETANGUISHENE. You can then type in your address or roll number, OR you can find your property on the map. Once you have the correct location (it appears under the map), select **NEXT**

Location for the application

Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land con

Ontario Penetanguishene 123 Test St

Searching...

CANCEL BACK NEXT →

Select the **Application Type** (Residential) and **Category** appropriate for your project. The categories are self-explanatory but note that you would select “**Short Term Accommodation**” **New or Renewal**, Work Target “**Occupancy**” Then select **NEXT**

Create a new application

Project Location Application type, Project type & Category Summary

Select application type

Good to know
The available application types depend on your municipality selection in the previous step. Selecting the correct application type will help the appropriate department receive your application.


Residential

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

- Institutional building
- Land development
- Miscellaneous
- Mobile signs
- Plumbing
- Pools
- Residential building
- Sewage system
- Short-term accommodation**
- Signs
- Temporary structures and uses

Work type

- New**
- Renewal

Work target

- Occupancy**

Good to know
A Short term accommodation includes the construction, alteration, addition to, or repair of a building used for home-sharing. In other words, if you plan to rent out your residence or part of your residence, for short periods of time, select this option. Please note, this also refers to the renewal of a STA permit.

CANCEL BACK NEXT →

At this point, you will see a **Summary**. Check if the information is accurate. If you need to make changes, use the “**Back**” button. If everything is correct, select **Finish and Create**

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

 Address 123 TEST ST Roll number 1

APPLICATION TYPE & CATEGORY

WORK TYPE AND TARGET

APPROVAL AUTHORITY

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

CANCEL BACK FINISH & CREATE →

Draft Permit Application

You will now see your draft application. You will need to provide a bit more information before submitting your application request.

Ensure the "**receive email notifications**" is marked as **YES**. (Email is the primary way in which we will communicate with you throughout the process.)

Under **Parties to the Application**, you can add email addresses for other people and/or companies that should have access to the application. You may wish to add your spouse, agent, property manager, etc.

You must have an **owner** and an **applicant**. Make sure to include contact information for both.

Note the owner and applicant may be the same person

PARTIES TO THE APPLICATION



Under Application Data, mandatory forms will populate to be completed. (**Note:** any form with a red tab is required, all tabs must turn green to be marked as complete)

Click on the **forms** and complete the required information.

APPLICATION DATA

Close ^

Work type

New

Work target

Occupancy

Waiting for customer

Renter's Code of Conduct Schedule A to By-law 2022-58

Draft

MISSING MANDATORY FIELDS

Schedule B Responsible Person Consent Form Short-Term Rental Accommodation (STR) License Application By-law 2022-58

Draft

MISSING MANDATORY FIELDS

Schedule C Legal Non-Conforming of Short-Term Rental

Draft

Submission Checklist

Draft

MISSING MANDATORY FIELDS

ACKNOWLEDGEMENT OF CODE OF CONDUCT

I have entered into a rental agreement for a Short-term Rental Accommodation located at *

123 Test St

Town of Penetanguishene, ON, and acknowledge that I have been provided a copy of the Renter's Code of Conduct and confirm that all guests will comply with the terms conditions and municipal by-law's of the Town of Penetanguishene and any applicable Ontario Provincial Statutes

Date *

2022-10-18



Signature

SIGN-OFF

CONSENT FORM

Close ^

As required by the Short-Term Rental Accommodation Licensing By-law, 2022-58, Section 5.4, the owner of Short-term rental accommodation premises shall ensure that there is a responsible person available to respond to a complaint or contravention within 30 minutes to attend the Short-term Rental Accommodation premises at all times within a period of no greater than 60 minutes from the time of contact by way of telephone or e-mail. The by-law defines a "Responsible person" as the person assigned by the owner or operator of Short-term rental accommodation premises to ensure the premises are operated in accordance with the provisions of this by-law, the license and the relevant provisions of the Fire Code;

RESPONSIBLE PERSON CONSENT

Close ^

I have been appointed by the owner as a "Responsible Person" in accordance with the licensing requirements to operate a Short-term Rental Accommodation

Name *

Contact phone number *

Town of Penetanguishene, Ontario, I understand and consent that my name, phone number and e-mail address will be published on the Town of Penetanguishene website and available to the general public. I further confirm that when contacted by telephone or e-mail by a member of the public, Town of Penetanguishene, enforcement officer/agency or the Ontario Provincial Police, I will be available to attend the Short-term Rental Accommodation within one (1) hour of being contacted to ensure its operation is in compliance with the license and applicable municipal and provincial law.

Signature

Date *

YYYY-M-D



Notice of Collection: The personal information recorded on this form is collected and maintained in accordance with MFIPPA - the Municipal Freedom of Information and Privacy Protection Act and will be used in the administration and enforcement of the Short-Term Rental Accommodations Licensing Bylaw. Questions about the collection of personal information may be addressed to the Records and Information Coordinator, Town of Penetanguishene, 10 Robert Street West, P.O. Box 5009, Penetanguishene, ON L9M 2G2, 705-549-7453

THE FOLLOWING DOCUMENTATION IS REQUIRED:

Close

Confirm you have provided the following information under the "Attachments" section of your application:

Submission Checklist

Attachments should include:

Included?

• Copy of municipal tax bill proving ownership

Yes

• Copy of government issued photo I.D. with applicant's Date of Birth

Yes

• Copy of the liability insurance policy of not less than \$2 million per occurrence for property damage and bodily injury

Yes

• Floor plans drawn to scale (dimensions, use of each room, number of bedrooms, occupant load for sleeping purposes for each room, location of smoke detection/early warning devices, fire extinguishers)

Yes

• Site Plan drawn to scale with dimensions (lot size, yard setbacks, parking dimensions and locations, landscaping, buildings, structures, amenities, and septic system/well if applicable).

Yes

• "Servicing Letter" Where the dwelling unit containing the STR is serviced by private well and/or septic, proof must be provided that the private water and septic system are of an adequate capacity to accommodate the maximum occupancy of the unit, that such private services comply with all Provincial standards for potable water and septic systems

Yes

N/A

I acknowledge that all the above are included in the application.

SIGN-OFF

Under “Attachments”

You will be required to provide Attachments like site plans, Floor plans, etc. Click on the "Attachments" title to see what is required.

ATTACHMENTS Close

Required attachments

Floor Plans	0	Government issued photo ID	0	Insurance Policy	0	Municipal Tax Bill	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

Upload your items by dragging them into the grey box OR using the "**click here**" button to select them from your computer.

Once they have uploaded, select the type of attachment, and then select done.

Do this for all the required attachments.

If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage can) and upload again.

(Note: all tabs must be green to proceed with submitting the application)

ATTACHMENTS Close

Required attachments

Floor Plans	1	Government issued photo ID	1	Insurance Policy	1	Municipal Tax Bill	1
Site plan	1						

Building permit

REQUIRED TASKS

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parties	Application	Attachments	Fees & Payments

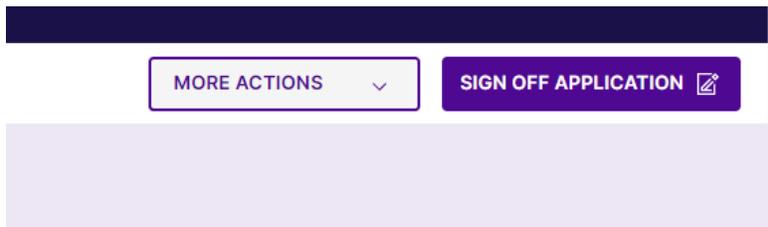
You need to complete required tasks to continue to the next phase.

Sign Off on the Application

At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.

Review the items listed and indicate if they apply and/or you agree with the terms.

Then click "**sign off application.**"



COMPLETENESS AND COMPLIANCE WITH APPLICABLE LAW Close ^

This application meets all the requirements of clauses 1.3.1.3.(5)(a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). *

Yes

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulations made under clause 7.1(1)(c) of the Building Code Act, 1992, to be paid when the application is made. *

Yes

This application is accompanied by the plans and specification prescribed by the applicable by-law, resolution or regulation made under clause 7.1(1)(b) of the Building Code Act, 1992. *

Yes

This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7.1(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. *

Yes

The proposed building, construction or demolition will not contravene any applicable law. *

Yes

DECLARATION OF APPLICANT Close ^

APPLICANT

I, [REDACTED] hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

SIGN OFF 

Submit your Application

You will receive an email to confirm your application has been submitted, and you will receive subsequent emails regarding its status.

To Pay for your Permit

Invoices for your License will be uploaded into Cloudpermit.

Payment must be made via the following options:

Online (please note a 2.5% service fee is added to all online payments)

Cheque or Certified Cheque (stating permit number as the memo) –
mail or drop off

Credit card /Cash/Debit in person Monday to Friday 8:30am – 4:30pm

Tips Dashboard

At any point, you can return to the "**My Dashboard**" page to see which applications you have made and if we are waiting for any information from you to process your application further.

Delete - You can delete your application at any time by using the "**Select Action**" drop-down menu at the top of the page.

Need Help? Visit <https://support-Ca.cloudpermit.com/en/support/home>

Contact The Town of Penetanguishene's By-Law Department for help during business hours at 705-549-7453 Ext 220