

How To Submit An Application On CloudPermit

1. Navigate to <https://ca.cloudpermit.com/gov/dashboard>
2. Click "Create your first application"


What is Cloudpermit?

Cloudpermit is a digital solution for building permits - think of an express lane for municipal building permits and approvals. Designed to resolve the issues of complicated paper permit processes, Cloudpermit brings together government authorities, construction companies, and private citizens in a shared digital workspace. With Cloudpermit, you can manage your building projects efficiently and effortlessly through a single service while avoiding paper drawings and floods of emails. Cloudpermit simplifies the municipal building approval process by digitalizing it and having it all in one digital space. It also enables you to access information 24/7/365 when working remotely or outside office hours.

CREATE YOUR FIRST APPLICATION

How do I apply for a new permit?

Creating and submitting applications on Cloudpermit is quick and easy. To do so, you'll need to follow few steps outlined below. Cloudpermit will instruct you how to complete and submit the application. Once submitted, the municipal authority will review it. In the meantime, you should receive email notifications to keep you on track with the application review and processing. Final issued permit will be available for you to download from Cloudpermit.



3. Select the "Select province" option. Navigate to "Ontario"

Start creating a new application by clicking the button below

Invite other necessary parties, such as property owner, builder and designer

Complete your application, upload plans and drawings and submit for review

Revise the application based on the feedback from the municipal authority

Pay the fees either online or over-the-counter and receive your permit

CLOSE ✕

1 **Select municipality**

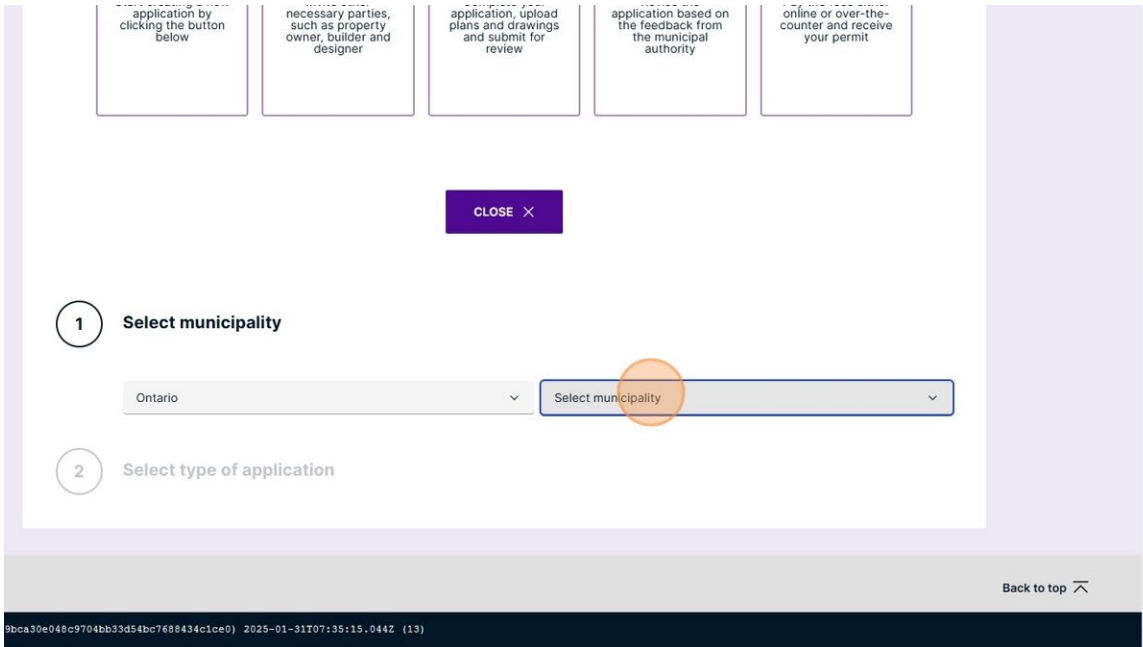
Select province Select municipality

2 **Select type of application**

Ba

11/20/2023 10:00:00 AM

4. Select the "Select municipality" option. Navigate to "Georgian Bluffs"



application by clicking the button below

necessary parties, such as property owner, builder and designer

application, upload plans and drawings and submit for review

application based on the feedback from the municipal authority

online or over-the-counter and receive your permit

CLOSE X

1 Select municipality

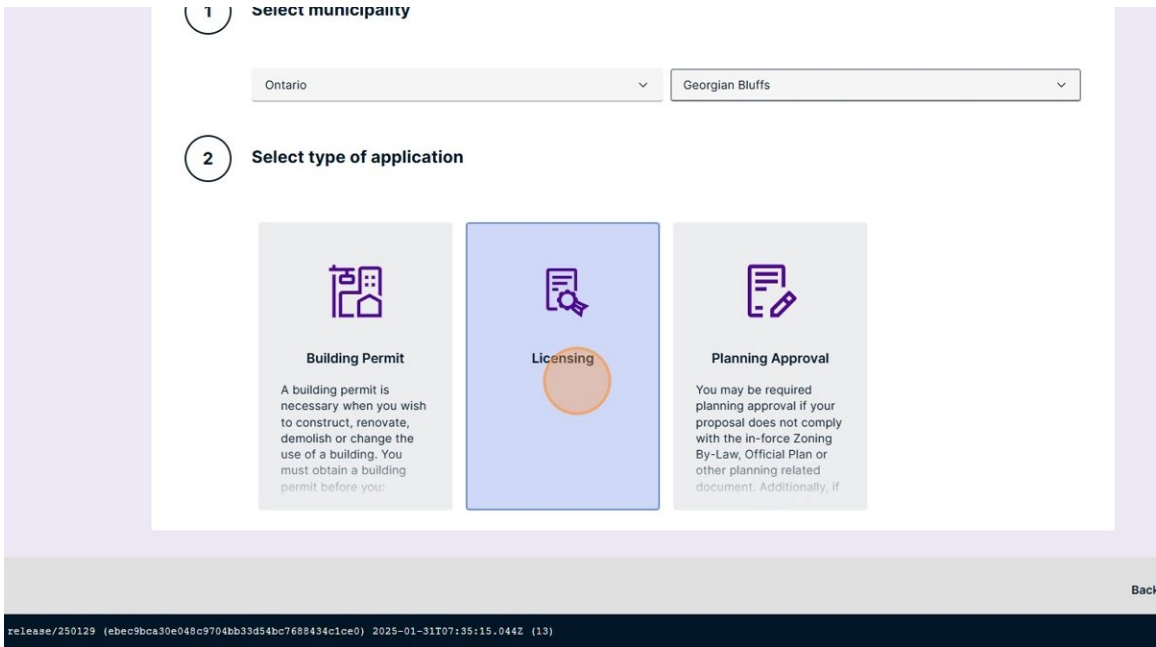
Ontario Select municipality

2 Select type of application

Back to top

9bca30e048c9704bb33d54bc7688434c1ce0 2025-01-31T07:35:15.044Z (13)

5. Select Licensing.



1 Select municipality

Ontario Georgian Bluffs

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:

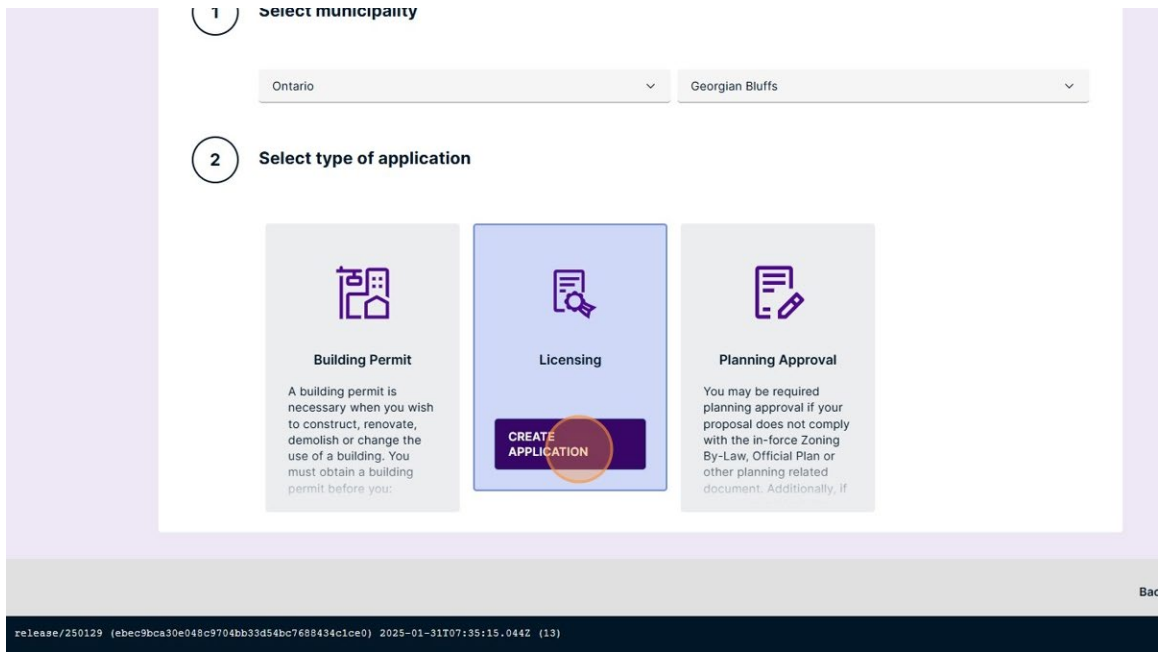
Licensing

Planning Approval
You may be required planning approval if your proposal does not comply with the in-force Zoning By-Law, Official Plan or other planning related document. Additionally, if

Back

release/250129 (ebec9bca30e048c9704bb33d54bc7688434c1ce0) 2025-01-31T07:35:15.044Z (13)

6. Click "Create application"



1 Select municipality

Ontario Georgian Bluffs

2 Select type of application

Building Permit

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Licensing

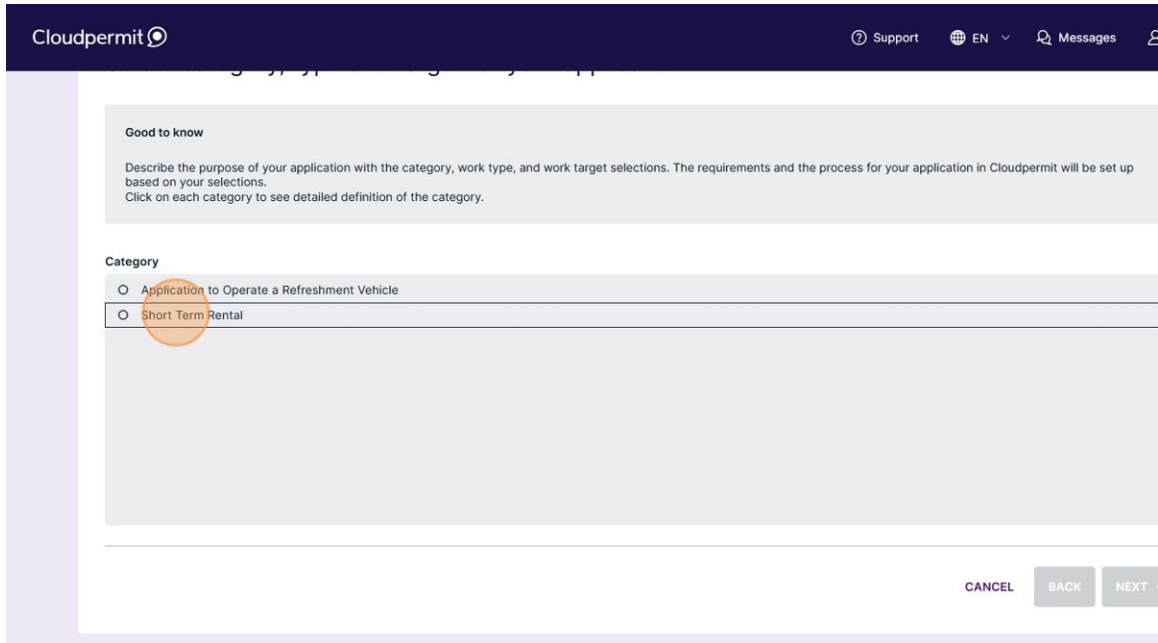
CREATE APPLICATION

Planning Approval

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release/250129 (ebec9bca30e048c9704bb33d54bc7688434c1ce0) 2025-01-31T07:35:15.044Z (13)

7. Select the Short Term Rental category.



Cloudpermit

Support EN Messages

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

- Application to Operate a Refreshment Vehicle
- Short Term Rental

CANCEL BACK NEXT

8. Select New.

Support EN Messages Brittany Drury

Need 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

- Application to Operate a Refreshment Vehicle
- Short Term Rental**

Work type

- New
- Renew

Need to know

Apply for a new or to renew an existing Short Term Rental Accomodation License. Materials, background information and the Short Term Rental Accomodation Licensing By-Law are available at www.georgianbluffs.ca/STA. We look forward to working with you to provide a safe, local, and community friendly accommodations for all.

9. Select Next.

Short Term Rental

Renew

Need to know

Apply for a new or to renew an existing Short Term Rental Accomodation License. Materials, background information and the Short Term Rental Accomodation Licensing By-Law are available at www.georgianbluffs.ca/STA. We look forward to working with you to provide a safe, local, and community friendly accommodations for all. Information is collected under the authority of the *Municipal Act, 2001*, and kept in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*. Information provided to the Township is used only for the purposes of administration of the Short Term Rental Accomodation program.

CANCEL BACK **NEXT →**

Back to top ↕

10. Search your address.

ation for the application

a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added

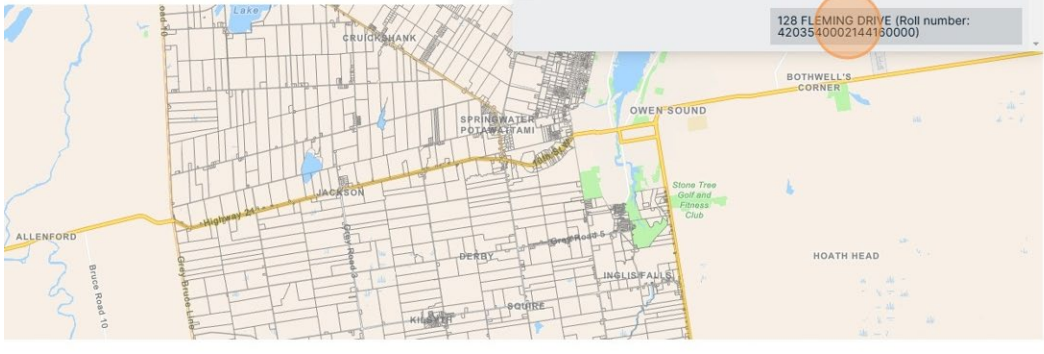
gian Bluffs, Ontario

Q 128 Flem

Existing locations

Addresses

128 FLEMING DRIVE (Roll number: 4203540002144160000)




11. Upon locating your property, Click "Next"

a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added

gian Bluffs, Ontario

Q 128 FLEMING DRIVE



Address

128 FLEMING DRIVE

Property details

Roll number: 4203540002144160000
Municipal ID: 50224

Other information

Legal description: PLAN 16M73 LOT 14

CANCEL

BACK

NEXT →

12. Click "Finish & Create"

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

LOCATION LOCATION

Address	Roll number	Municipal ID
128 FLEMING DRIVE	4203540002144160000	50224

LOCATION TYPE & CATEGORY

RESIDENCING
 SHORT TERM RENTAL

APPLICATION TYPE AND TARGET

NEW

APPROVAL AUTHORITY

GEORGIAN BLUFFS, LICENSING

13. First, you must assign roles to your application. If you are the property owner, applicant and responsible person, please select all.

Note: If your responsible person is different than the property owner, please indicate so within this section.

APPLICATION

CURRENT STEP: DRAFT 1 / 5 NEXT STEP: SUBMITTED

TASKS

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

Make sure you have filled in all required form fields.
 Application needs to be signed off before submission.

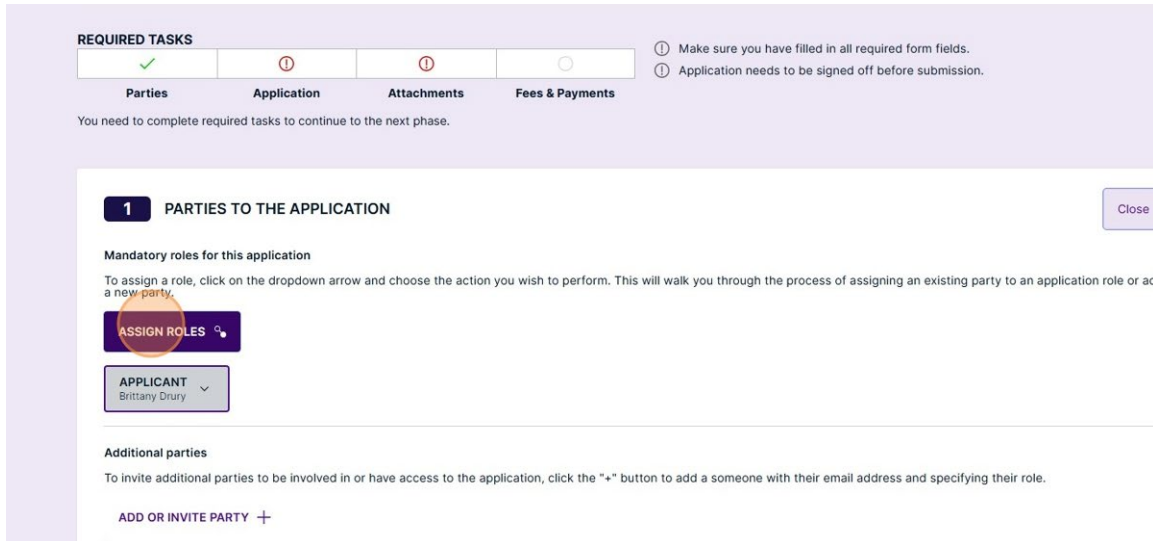
complete required tasks to continue to the next phase.

PARTIES TO THE APPLICATION

APPLICATION FORMS

ATTACHMENTS

14. Click "Assign roles"



REQUIRED TASKS

✓	ⓘ	ⓘ	○
Parties	Application	Attachments	Fees & Payments

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

1 PARTIES TO THE APPLICATION Close

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES ⓘ

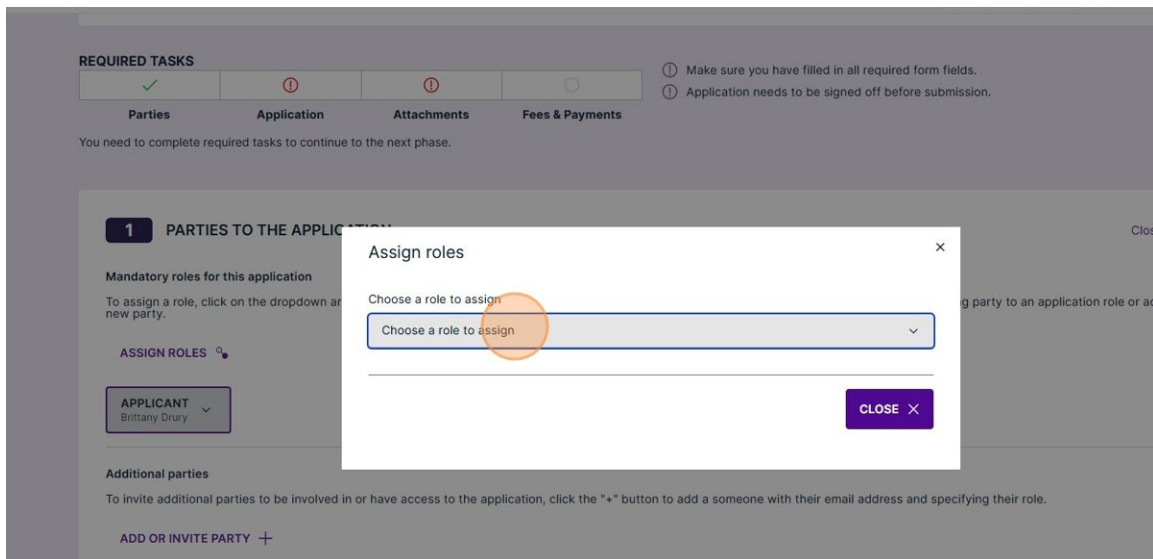
APPLICANT
Brittany Drury

Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add someone with their email address and specifying their role.

ADD OR INVITE PARTY +

15. Select the "Choose a role to assign" option.



REQUIRED TASKS

✓	ⓘ	ⓘ	○
Parties	Application	Attachments	Fees & Payments

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

1 PARTIES TO THE APPLICATION Close

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ASSIGN ROLES ⓘ

APPLICANT
Brittany Drury

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To invite additional parties to be involved in or have access to the application, click the "+" button to add someone with their email address and specifying their role.

ADD OR INVITE PARTY +

Assign roles X

Choose a role to assign

Choose a role to assign

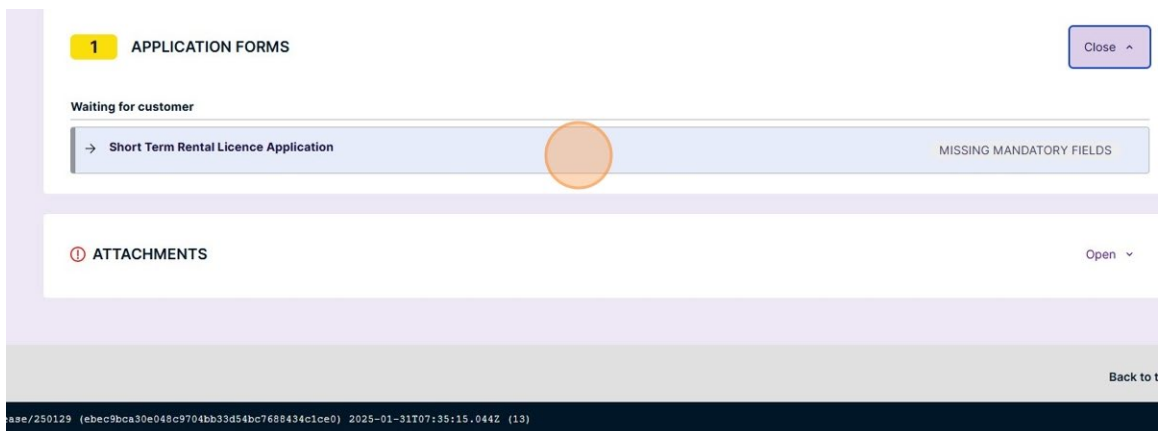
CLOSE X

16. Select the person you wish to assign the role to.

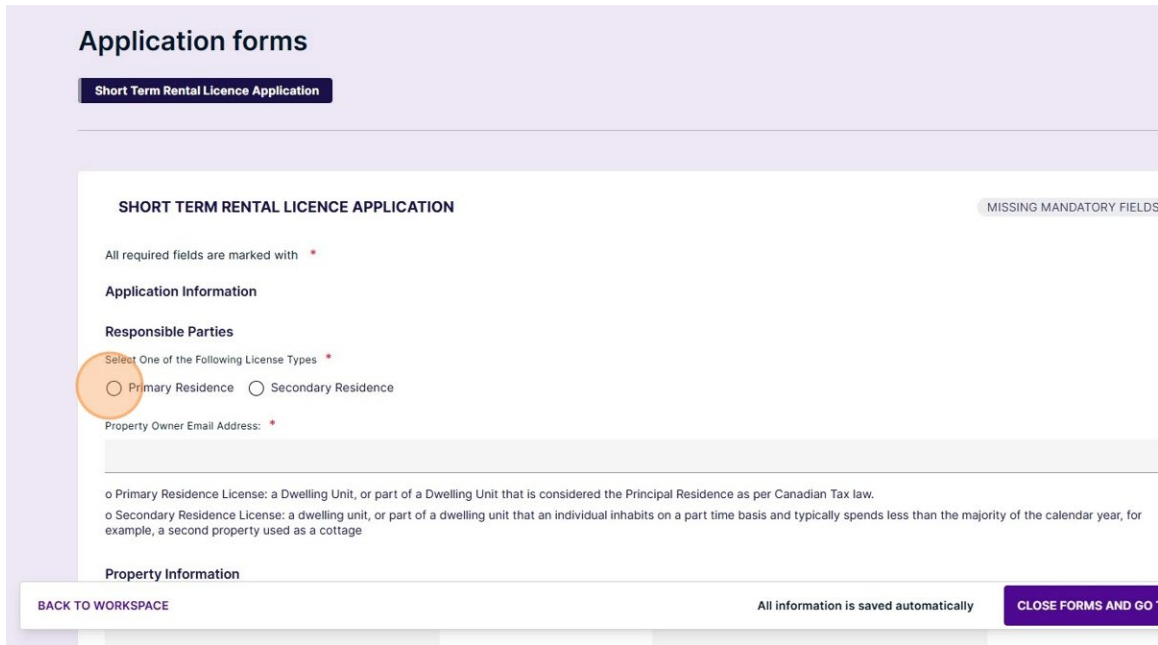
17. Once you have assigned the appropriate parties to the correct roles, move to the application form. Select “Open”



18. Select the “Short Term Rental Licence Application”.



19. Select the type of licence you are applying for.



Application forms

Short Term Rental Licence Application

SHORT TERM RENTAL LICENCE APPLICATION MISSING MANDATORY FIELDS

All required fields are marked with *

Application Information

Responsible Parties

Select One of the Following License Types *

Primary Residence Secondary Residence

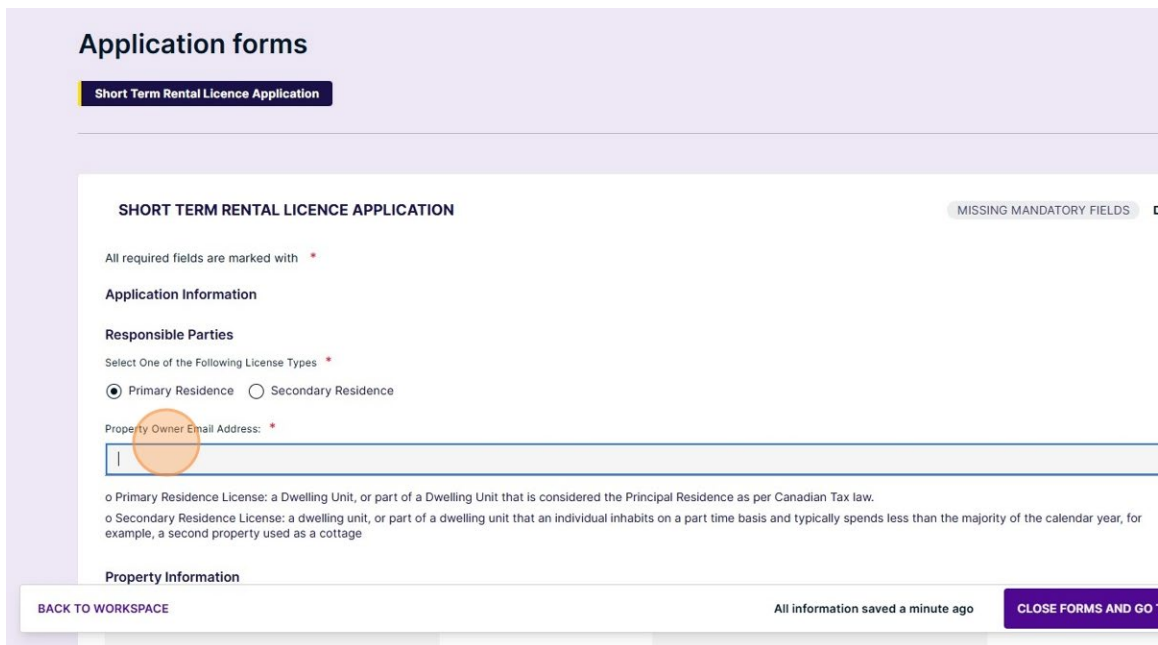
Property Owner Email Address: *

o Primary Residence License: a Dwelling Unit, or part of a Dwelling Unit that is considered the Principal Residence as per Canadian Tax law.
o Secondary Residence License: a dwelling unit, or part of a dwelling unit that an individual inhabits on a part time basis and typically spends less than the majority of the calendar year, for example, a second property used as a cottage

Property Information

BACK TO WORKSPACE All information is saved automatically CLOSE FORMS AND GO

20. Input your email address.



Application forms

Short Term Rental Licence Application

SHORT TERM RENTAL LICENCE APPLICATION MISSING MANDATORY FIELDS

All required fields are marked with *

Application Information

Responsible Parties

Select One of the Following License Types *

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Property Information

BACK TO WORKSPACE All information saved a minute ago CLOSE FORMS AND GO

21. Move through the Property Information prompts.

22. Select "Close forms and go to workspace"

ndary Residence License: a dwelling unit, or part of a dwelling unit that an individual inhabits on a part time basis and typically spends less than the majority of the calendar year, for le, a second property used as a cottage

Property Information

Number of Bedrooms: *	Number of Parking Spaces on the Property *
<input type="text"/>	<input type="text" value="2"/>
Number of Accessory Structures Rented? *	Number of Guests Permitted at Rental *
<input type="text"/>	<input type="text" value="2"/>

Your Website or Airbnb Listing

v.airbnb.ca/listing

Property is located in a main dwelling with no accessory structures, please input 0

Accessory Unit: is a separate building or structure, located on the same lot as the principal use, building or structure. For example, a bunkie or yurt

Additional Information

Septic Inspection: *

SAVE

All information saved a minute ago

CLOSE FORMS AND GO TO WORKSPACE

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23. Move through the Attachments section.

Brittany Drury
 space creator
 Licentiate
 Property owner
 Responsible Person

brittany.drury09@gmail.com
 165874556

APPLICATION FORMS

Close ^

Application for customer

Short Term Rental Licence Application
 2025-01-31, 4:03 p.m. by Brittany Drury

Draft

ATTACHMENTS

Open v

Back to top ↗

9bca30e048e9704bb33d54bc7688434c1ce0 2025-01-31T07:35:15.044Z (13)

24. Select Open.

Waiting for customer

→ Short Term Rental Licence Application
2025-01-31, 4:03 p.m. by Brittany Drury

ATTACHMENTS Close

Required attachments

Floor Plan 0	Proof Ownership or Tenancy (With Permission from Owner) 0	Proof of Insurance (Min. \$2 Million General or Commercial Liability) 0	Proof of Septic Pump-out and Inspection (Within 5-Years) 0
Renter Information Package 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

25. Select click here to upload the required documents. You may select and upload more than one document at a time, in multiple formats.

BACK TO DASHBOARD | [Home](#) / 128 FLEMING DRIVE MORE ACTIONS SIGN OFF

Floor Plan 0	Proof Ownership or Tenancy (With Permission from Owner) 0	Proof of Insurance (Min. \$2 Million General or Commercial Liability) 0	Proof of Septic Pump-out and Inspection (Within 5-Years) 0
Renter Information Package 0	Site Plan 0		

Proof of Insurance.docx (12.8 KiB) 100 %

Type	Drawing number	Description
- Select -		

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

Renter Information Package.docx (12.8 KiB) 100 %

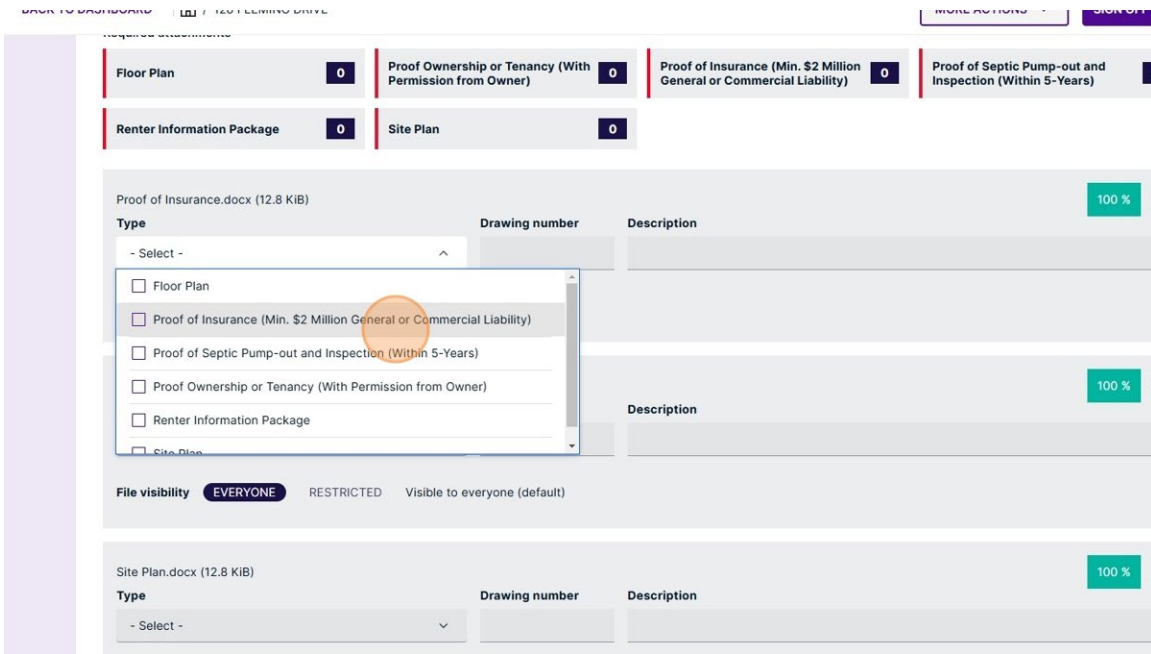
Type	Drawing number	Description
- Select -		

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

Site Plan.docx (12.8 KiB) 100 %

Type	Drawing number	Description
- Select -		

26. Assign the uploaded documents to their appropriate type.

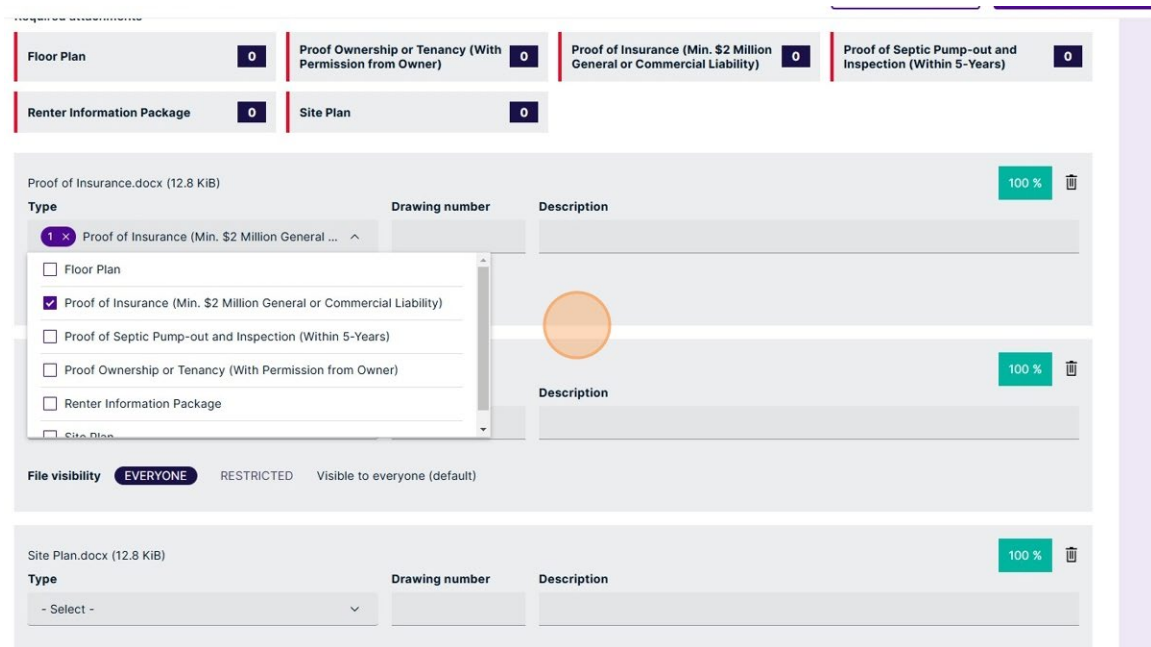


The screenshot shows a document management interface with a top navigation bar containing buttons for 'Floor Plan', 'Proof Ownership or Tenancy (With Permission from Owner)', 'Proof of Insurance (Min. \$2 Million General or Commercial Liability)', 'Proof of Septic Pump-out and Inspection (Within 5-Years)', 'Renter Information Package', and 'Site Plan'. Below this, there are two document entries:

- Proof of Insurance.docx (12.8 KiB)**: A dropdown menu is open, showing a list of document types with checkboxes. The 'Proof of Insurance (Min. \$2 Million General or Commercial Liability)' option is highlighted with an orange circle.
- Site Plan.docx (12.8 KiB)**: A dropdown menu is open, showing a list of document types with checkboxes.

At the bottom of each document entry, there is a 'File visibility' section with options: 'EVERYONE' (selected), 'RESTRICTED', and 'Visible to everyone (default)'. A '100 %' progress indicator is visible in the top right corner of each document entry.

27. Select the document.



The screenshot shows the same document management interface as above, but with the 'Proof of Insurance (Min. \$2 Million General or Commercial Liability)' option selected in the dropdown menu for the 'Proof of Insurance.docx' document. An orange circle highlights this selected option. The '100 %' progress indicator is still present in the top right corner of the document entry.

28. Review your uploaded documents for completion. Click "Done"

Type	Drawing number	Description
1 x Floor Plan		

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

Signature-Template.docx (40.5 KiB) 100 %

Type	Drawing number	Description
1 x Proof of Insurance (Min. \$2 Million General ...		

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

Signature-Template.docx (42.0 KiB) 100 %

Type	Drawing number	Description
1 x Proof of Septic Pump-out and Inspection (...		

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

DONE ✓
CANCEL ✕

No attachments

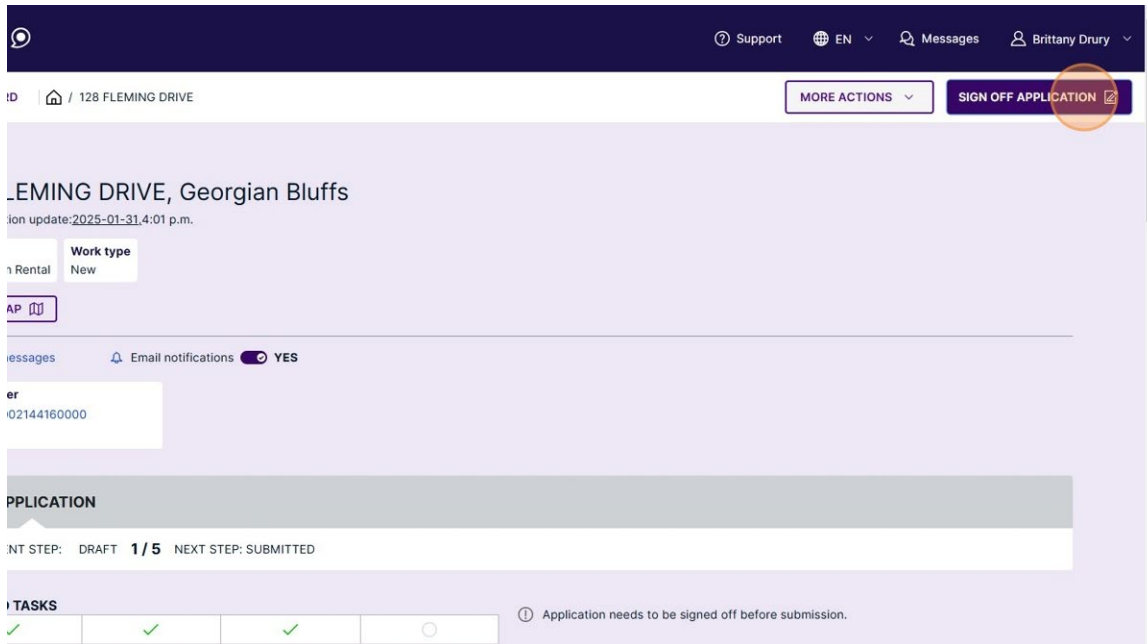
29. Click "Back to top"

Renter Information Package	Renter Information Package.pdf Version 1	New version	2025-01-31, 4:04 p.m. Brittany Drury	⋮
Site Plan	Site Plan.pdf Version 1	New version	2025-01-31, 4:04 p.m. Brittany Drury	⋮
Floor Plan	Floor Plan.pdf Version 1	New version	2025-01-31, 4:04 p.m. Brittany Drury	⋮
Proof of Septic Pump-out and Inspection (Within 5-Years)	Signature-Template.pdf Version 1	New version	2025-01-31, 4:04 p.m. Brittany Drury	⋮
Proof Ownership or Tenancy (With Permission from Owner)	Concours d'Elegance - Comments and Sigi Version 1	New version	2025-01-31, 4:05 p.m. Brittany Drury	⋮
Proof of Insurance (Min. \$2 Million General or Commercial Liability)	Proof of Insurance.pdf Version 1	New version	2025-01-31, 4:04 p.m. Brittany Drury	⋮
Proof of Insurance (Min. \$2 Million General or Commercial Liability)	Signature-Template.pdf Version 1	New version	2025-01-31, 4:04 p.m. Brittany Drury	⋮

Back to top ↑

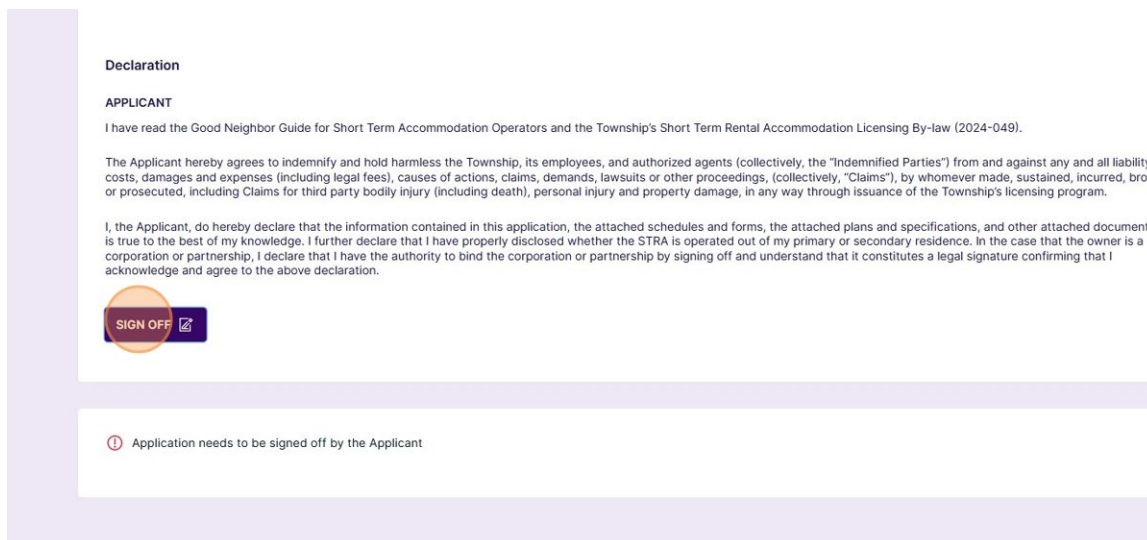
9bca30e048c9704bb33d54bc7688434c1ce0) 2025-01-31T07:35:15.044Z (13)

30. Review your completed application. If you are satisfied with the application, select "Sign off application"



The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with 'Support', 'EN', 'Messages', and a user profile for 'Brittany Drury'. Below this, the address '128 FLEMING DRIVE' is displayed. A 'MORE ACTIONS' dropdown menu is visible, and a 'SIGN OFF APPLICATION' button is highlighted with a red circle. The main content area shows the application details for 'FLEMING DRIVE, Georgian Bluffs', including a 'Work type' of 'New' and 'Rental'. A progress bar indicates the current step is 'DRAFT 1/5' and the next step is 'SUBMITTED'. A 'TASKS' section shows three completed tasks with green checkmarks and one pending task with a white circle. A notification icon indicates that the application needs to be signed off before submission.

31. Review the applicant declaration. Once completed, select "Sign off".



The screenshot displays the 'Declaration' section of the application. It includes the following text:

Declaration

APPLICANT

I have read the Good Neighbor Guide for Short Term Accommodation Operators and the Township's Short Term Rental Accommodation Licensing By-law (2024-049).

The Applicant hereby agrees to indemnify and hold harmless the Township, its employees, and authorized agents (collectively, the "Indemnified Parties") from and against any and all liability, costs, damages and expenses (including legal fees), causes of actions, claims, demands, lawsuits or other proceedings, (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including Claims for third party bodily injury (including death), personal injury and property damage, in any way through issuance of the Township's licensing program.

I, the Applicant, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documents is true to the best of my knowledge. I further declare that I have properly disclosed whether the STRA is operated out of my primary or secondary residence. In the case that the owner is a corporation or partnership, I declare that I have the authority to bind the corporation or partnership by signing off and understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

A 'SIGN OFF' button with a document icon is highlighted with a red circle. Below the declaration, a notification icon indicates that the application needs to be signed off by the Applicant.

32. Select "Download signed form" to download a copy of your completed application.

Brittany Drury
128 Fleming Drive
Owen Sound, ON
N4K5N5


Declaration


APPLICANT


I have read the Good Neighbor Guide for Short Term Accommodation Operators and the Township's Short Term Rental Accommodation Licensing By-law (2024-049).

The Applicant hereby agrees to indemnify and hold harmless the Township, its employees, and authorized agents (collectively, the "Indemnified Parties") from and against any and all liability, costs, damages and expenses (including legal fees), causes of actions, claims, demands, lawsuits or other proceedings, (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including Claims for third party bodily injury (including death), personal injury and property damage, in any way through issuance of the Township's licensing program.

I, the Applicant, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentat is true to the best of my knowledge. I further declare that I have properly disclosed whether the STRA is operated out of my primary or secondary residence. In the case that the owner is a corporation or partnership, I declare that I have the authority to bind the corporation or partnership by signing off and understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

 Signed by **Brittany Drury** 2025-01-31, 4:06 p.m. Remove

DOWNLOAD SIGNED FORM 

SUBMIT APPLICATION 

33. Select "Submit application"

Brittany Drury
128 Fleming Drive
Owen Sound, ON
N4K5N5


Declaration


APPLICANT


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 Signed by **Brittany Drury** 2025-01-31, 4:06 p.m. Remove

DOWNLOAD SIGNED FORM 

SUBMIT APPLICATION 

You will receive a confirmation of submission to your provided email address.