

How To Register A Short-Term Accommodation Property: A Step-By-Step Guide

**GREY
HIGHLANDS.**



Short-Term Accommodation (STA) Licencing Overview

All persons operating short-term rentals (less than 28 consecutive days) are required to obtain a STA licence to operate. This allows the Municipality to collect information needed for enforcement and safety purposes. Monthly rentals (those of 28 or more consecutive days) do not require a short-term accommodation licence.

Term of Licence

- Renewable STA licences are issued for a three-year term.
- A licence holder can begin the renewal of their STA licence during year three of their current licence to ensure they are able to take advance bookings.
- A STA licence is conditional upon the homeowner maintaining ownership of the property; licences are non-transferrable and a new owner of a property will be eligible to apply for their own property STA licence.
- STA licences will be issued for a maximum load of 2 guests per room or suite, to a maximum of 10 guests per licenced property.

Density of Short-Term Rentals

- In sub-division or settlement areas where properties are less than one acre in size, the Municipality has established a guideline of approximately 15% short-term rentals on any single street.
- Density requirements do not apply to properties on privately owned roads.
- This guideline is based on the number of homes constructed and occupied on the street.
- Council retains the ability to allow more or fewer short-term rentals if the property seeking the STA licence is surrounded in part or completely by other rental properties (clustering) or if Council deems it advisable to set a different limit based on other presented factors.
- Under the direction of the department of Economic and Community Development, the Municipality has engaged the services of an external third-party agency to ensure compliance with the regulations set out in the licencing agreement.
- Neighbours of short-term rental properties will be advised to contact the compliance agency to report any violations or disturbances.


Privacy

- The Municipality will not publicly post the names or addresses of short-term accommodation licenced properties and will ensure all information collected as part of the short-term accommodation licencing process will be protected in accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

How To Apply for a Short-Term Accommodation Licence

STA Questionnaire


- Please click [here](#) to complete a short online STA Questionnaire.
- This is the first step in registering your short-term rental and places your application in the queue for consideration.


Short-Term Accommodation Licencing Application

STA Property Information:

Street Number: * Street Name: * P.O. Box

Town/City: * Province * Postal Code *

Will the short-term rental be hosted or un-hosted? * 

☐ Unhosted Property

☐ Hosted Property

Property Owner information:

Name of Property Owner: *

Phone Number: * Email Address: *

Agent information:

If the applicant is an agent acting on behalf of the property owner, the name and contact information of the agent.

Name of Agent:

Phone Number: Email Address:

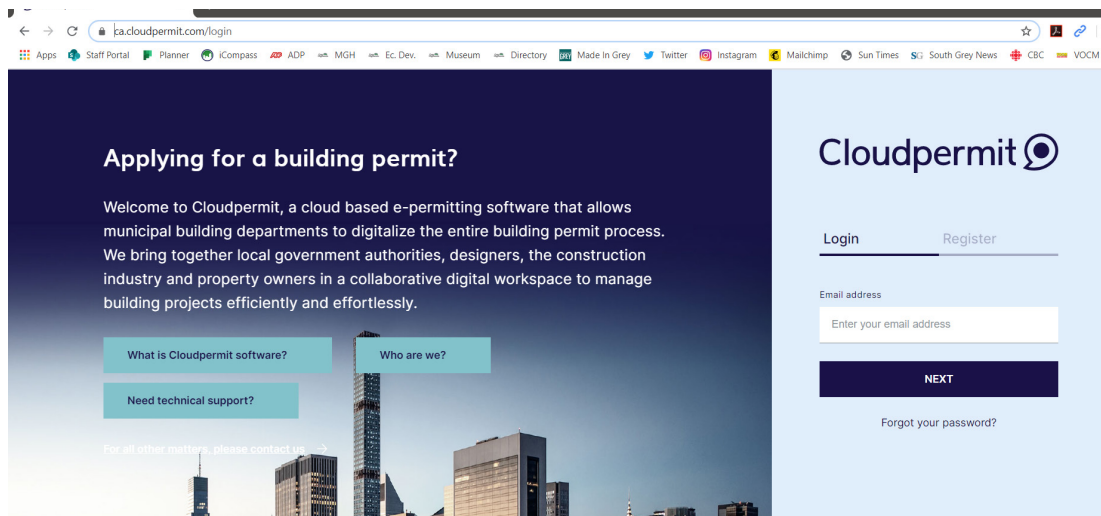
- Upon submission, a confirmation screen will verify that your information has been received.
- A member of the Economic and Community Development team will contact you within two business days to advise of the next steps to complete the registration of your short-term accommodation property.

STA Permit Application Process

- Access the Municipality of Grey Highlands' online building permit application portal Cloudpermit via <https://ca.cloudpermit.com/login>.

Returning User

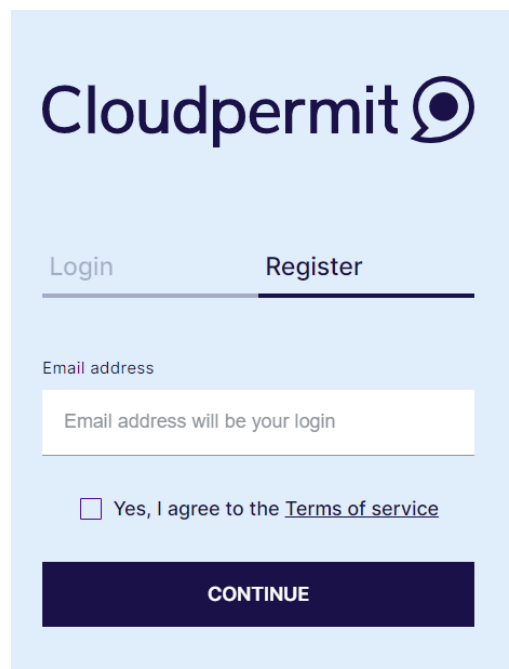
- If you are a returning user, please login using your credentials and proceed to your personal dashboard to begin the STA permit application process.



The screenshot shows the Cloudpermit login page in a web browser. The browser's address bar displays 'ca.cloudpermit.com/login'. The page has a dark blue header with a navigation menu containing links to Apps, Staff Portal, Planner, iCompass, ADP, MGH, Ec. Dev., Museum, Directory, Made In Grey, Twitter, Instagram, Mailchimp, Sun Times, SG South Grey News, CBC, and VOCM. The main content area is split into two columns. The left column, titled 'Applying for a building permit?', contains a welcome message and three teal buttons: 'What is Cloudpermit software?', 'Who are we?', and 'Need technical support?'. The right column features the Cloudpermit logo, 'Login' and 'Register' tabs, an email address input field with the placeholder 'Enter your email address', a dark blue 'NEXT' button, and a 'Forgot your password?' link. The background of the left column shows a city skyline at night.

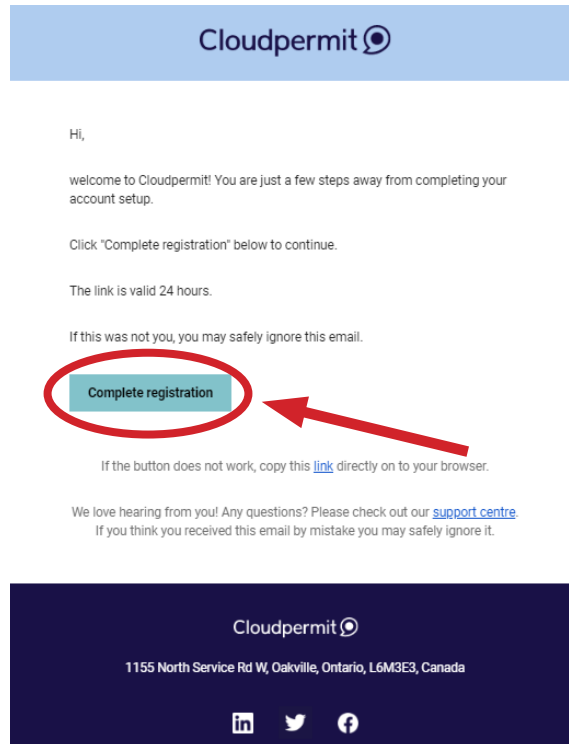
New User

- If you are a new user, please register for an account using your email address (and click to agree to the Terms of Service).



The screenshot shows the Cloudpermit registration page. It features the Cloudpermit logo at the top. Below the logo are 'Login' and 'Register' tabs, with 'Register' being the active tab. An 'Email address' label is positioned above a text input field containing the placeholder 'Email address will be your login'. Below the input field is a checkbox with the text 'Yes, I agree to the [Terms of service](#)'. At the bottom of the form is a dark blue button labeled 'CONTINUE'.

- You will be sent a confirmation email to verify the validity of your email address. Open your email and click on the box to complete registration.



- You will be taken to a page to complete your user details and register an account
- Upon completing registration, you will be directed to a personal dashboard that will track your permit applications, pending tasks and requests, and allow you to apply for a permit.

Complete your user details and register an account

Name and corporation

First name * Last name *

☐ I work on behalf of a corporation or partnership

Address

Street address * Unit number Lot / Con.

Municipality * Province * Postal code *

Email address and phone

Email address Mobile phone * Other phone Fax

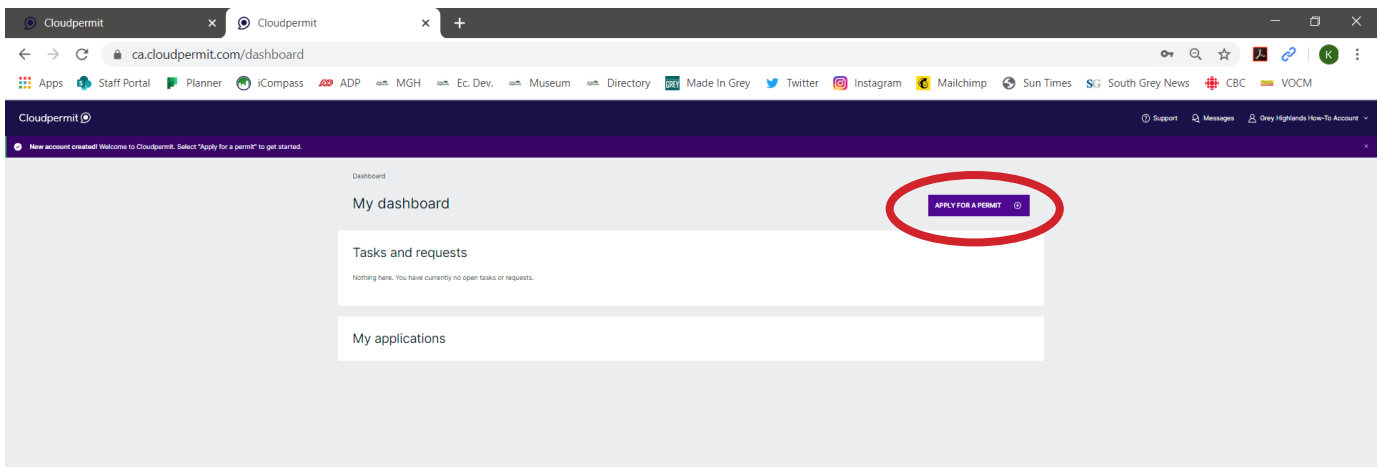
Professional users

☐ I am an Architect, Engineer, BCIN Designer, Consultant, Contractor or similar

Password

Apply for a STA Permit/Licence

- Click "Apply for a Permit" to begin the application process.



Name Your STA Property

- You will be asked to create a new project, starting with a name. To help differentiate between multiple projects, you may wish to name your STA application as per the following:

STA Registration: <Property Address>

A screenshot of the "Create new application" form in the Cloudpermit system. The form is titled "Create new application" and has a progress bar with four steps: "Project" (selected), "Location", "Application typ...", and "Summary". Below the progress bar, there's a section titled "Project selection" with the text: "All applications are part of a project, which can contain multiple applications. You can select an existing one or create a new project." There are two tabs: "SELECT EXISTING PROJECT" and "CREATE NEW PROJECT" (which is selected). Under the "CREATE NEW PROJECT" tab, there's a label "Name of the project" and a text input field containing "STA Registration: 50 Lorne Street". At the bottom right, there are three buttons: "CANCEL", "BACK", and "NEXT" with a right arrow.

Identify Location

- Choose "Grey Highlands, Ontario" from the drop-down menu and then search by your address or roll number.

Project Location Application type & category Summary

Location for the application

Municipality Grey Highlands, Ontario

Select location by either pointing on the map or search with an address or roll number.

Q Type an address or roll number

CANCEL BACK NEXT

Application Type

- On the next page you will be asked for the application type, which is "Building Permit", followed by the category, which is "STA".

Dashboard

Create new application

Project Location Application type & category Summary

Application type

Select the type of application for the permit.

Building permit

Category

Select correct category for the application.

Accessory Structures Agricultural Combined Use Commercial Demolition Heating

Industrial Institutional Miscellaneous Plumbing Pools Residential

Sewage System Short Term Accommodation

CANCEL BACK NEXT

- Choose next, then "Finish and Create".

Summary

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

APPLICATION LOCATION

Address 50 Lorne STREET Roll number 4208240001175000000 Property identifier 16506191 Zoning I Property code 421

APPLICATION TYPE & CATEGORY

BUILDING PERMIT SHORT TERM ACCOMMODATION

☐ Create application on behalf of customer

CANCEL BACK FINISH & CREATE

Registration Summary

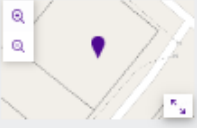
[← BACK TO DASHBOARD](#)

Dashboard / STA Registration: 50 Lorne Street B / Building permit

50 LORNE STREET, Grey Highlands USER INPUT

Short Term Accommodation: 421 - Specialty automotive shop/auto repair/ collision service/car or truck wash

[Go to messages](#) [Email notifications](#) ☒ YES



Roll number
4208240001175000000

Legal description
PLAN 500 BLK G PT LOT 21
PT LOT 22

Zoning
I

Permit number
-

APPLICATION > WORK

CURRENT STEP: DRAFT **1/7** NEXT STEP: SUBMITTED

Building permit

[DELETE APPLICATION](#) [SUBMIT APPLICATION](#)

REQUIRED TASKS

☐ Parties

☒ **Application**

☐ Attachments

☐ Fees & Payments

① First select work type and target to proceed.

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

PARTIES OF THE APPLICATION

[ADD OR INVITE PARTY](#) [Close](#)

Krista House
2020-08-29
Applicant
housek@greyhighlands.ca

APPLICATION DATA

[Close](#)

Work type
- Select -

Work target
Select work type first

ATTACHMENTS

[Close](#)

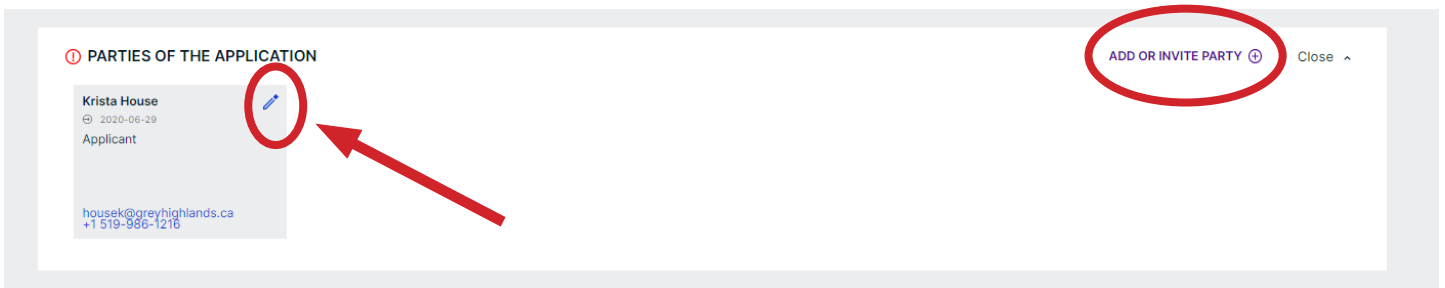
Drag and drop files here or
[click here](#) to select files from your computer.

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

Parties of the Application

- This portion of the application demonstrates the relationship of the applicant with respect to the STA property, as well as identifies other parties that may have a direct interest in the property.
- Edits can be made by clicking on the small pencil icon in the top right corner of the information box.



- Applicants must identify whether they are the owner of the property or an agent acting on behalf of the owner.
- If the applicant is an agent, the contact information for the property owner will need to be provided by "Add or Invite Party".
- If the applicant is a property owner that will be utilizing the services of an agent, the contact information for the agent will need to be provided by "Add or Invite Party".
- If applicable, the applicant will provide the name and contact information for all additional parties through individual "Add or Invite Party" invitations.
- When providing the contact information for additional parties, their role must be identified by choosing the most suitable description from the drop-down menu.
- Once all information is provided, the applicant will select "Send Invite", which will alert the relevant party that an STA application is being made for a property in which they have an interest.

Invite

All invited parties will have permission to access and read this application. Invitee will see name of the invitor and address of the property.

[I do not want to invite, I will put all fields manually.](#)

I would like to invite *

Give additional permissions to

☐ Modify application

☐ Add new applications

Invitee will act in role(s) of

Select role(s) *

- Select -

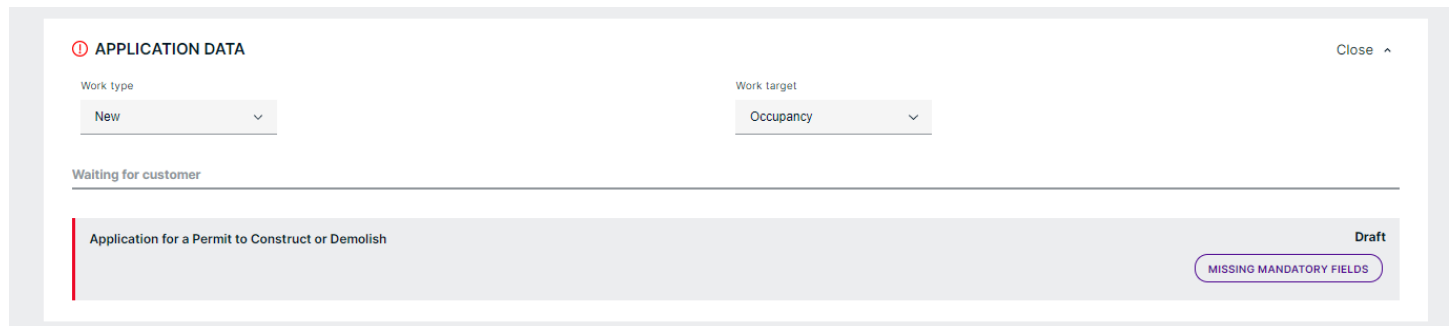
Personal message to invitee

CANCEL X

SEND INVITE

Application Data

- Under the Application Data block, choose "New" and "Occupancy", which will prompt "Application to Construct or Demolish". This is a default application that must be completed in order to proceed with registering the STA.



Application for a Permit to Construct or Demolish

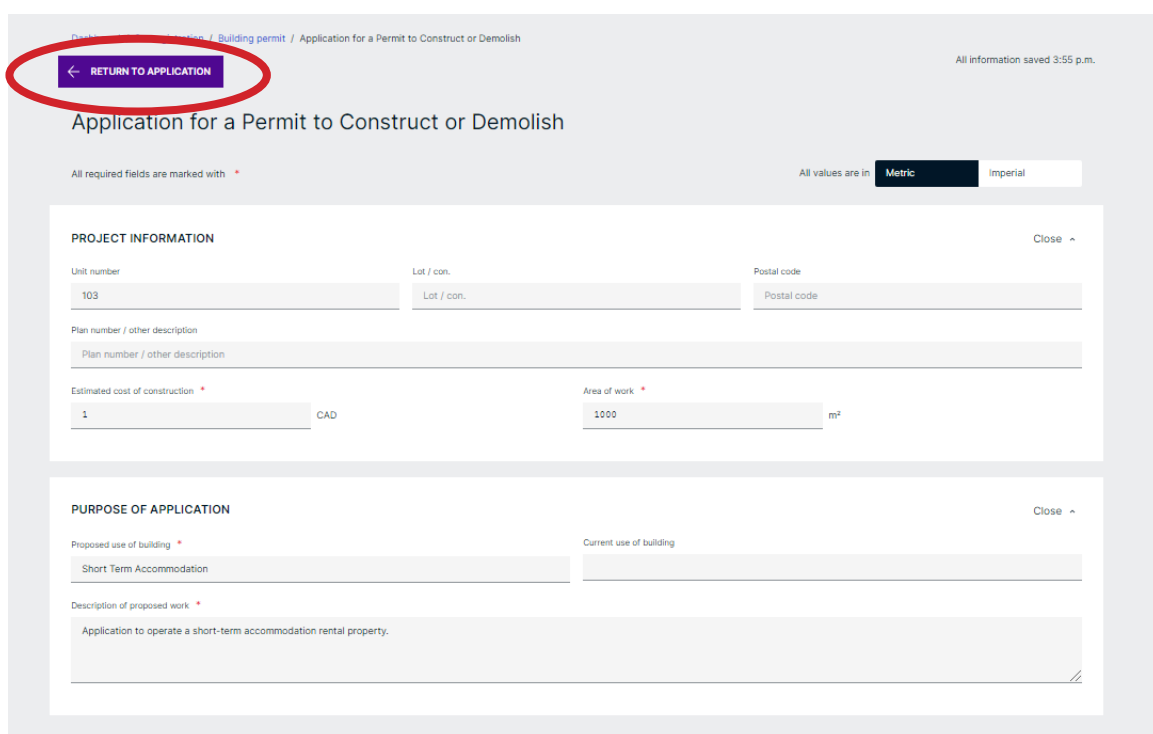
Project Information

- The estimated cost of construction is a required field, so please enter "1.00"
- The area of work is a required field, so please enter the total area of the STA space that is being offered (you may choose your measurements to be metric or imperial).

Purpose of Application

- For the proposed use of building, please enter "Short Term Accommodation" or "Short Term Rental".
- For the description of proposed work, you may enter "Application to operate a short-term accommodation rental property."

At the top left of the page, click the purple box "Return to Application".



Attachments

In order to complete the application, a number of supporting documents must be provided:

- Proof of ownership (copy of the transfer/deed/property tax document)
Attachment type: [Agreement](#)
- Site plan of the premises (may be hand drawn)
Attachment type: [Site Plan](#)
- Parking plan (may be hand drawn)
Attachment type: [Drawing](#)
- Floor plan of the dwelling that includes the location of all bedrooms, exits, fire extinguishers, smoke and carbon monoxide detectors (may be hand drawn)
Attachment type: [Drawing](#)
- Responsible Person Consent Form (PDF available for download [here](#))
Attachment type: [Agreement](#)
- STA Applicant Declaration (PDF available for download [here](#))
Attachment type: [Agreement](#)

These documents must be uploaded as attachments from your computer. When uploading, please indicate in the drop down menu whether it is considered part of an agreement, site plan, or a drawing (indicated in blue above). Please note, if different files are combined into one document, you may select more than one attachment type per document.

The screenshot shows a web interface for uploading attachments. At the top, there's a header 'ATTACHMENTS' with a 'Close' button. Below it is a table with columns: Filename, Type, Drawing number, Description, and Progress. A file named 'Test 1.pdf (7.8 KB)' is listed. The 'Type' column has a dropdown menu open, showing a list of options: Agreement, Architectural drawing, Certificate of insurance, Civil drawing / Lot grading plan, and Commitment to general review. The 'DRAWING' button is highlighted in blue. The 'Progress' column shows a green bar at 100%.

Filename	Type *	Drawing number	Description	Progress
Test 1.pdf (7.8 KB)	<div>- Select -<ul style="list-style-type: none"><input type="checkbox"/> Agreement<input type="checkbox"/> Architectural drawing<input type="checkbox"/> Certificate of insurance<input type="checkbox"/> Civil drawing / Lot grading plan<input type="checkbox"/> Commitment to general review</div>			100 %

Filter attachments **DRAWING**

Once all the attachments have been uploaded, the application may be signed-off.

← RETURN TO APPLICATION

DOWNLOAD FORM 

Sign off

All required fields are marked with *

PROJECT INFORMATION

Close ^

Address	Municipality	Unit number	Lot / Con.
50 Lorne ST	Grey Highlands, Ontario	50 Lorne Street	
Plan #	Project value est. CAD	Area of work	
	1	278.709	

PURPOSE OF APPLICATION

Close ^

Current use	Proposed use	Application type
Residential	Application for STA	Short Term Accommodation / New / Occupancy
Description of work		
STA		

PARTIES

Close ^

Applicant, Property Owner

Krista House
50 Lorne Street
N0C 1H0
Markdale, Ontario

TARION WARRANTY CORPORATION (ONTARIO NEW HOME WARRANTY PROGRAM)

Close ^

Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act?	- Select -	▼
Is registration required under the Ontario New Home Warranties Plan Act?	- Select -	▼

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 ^

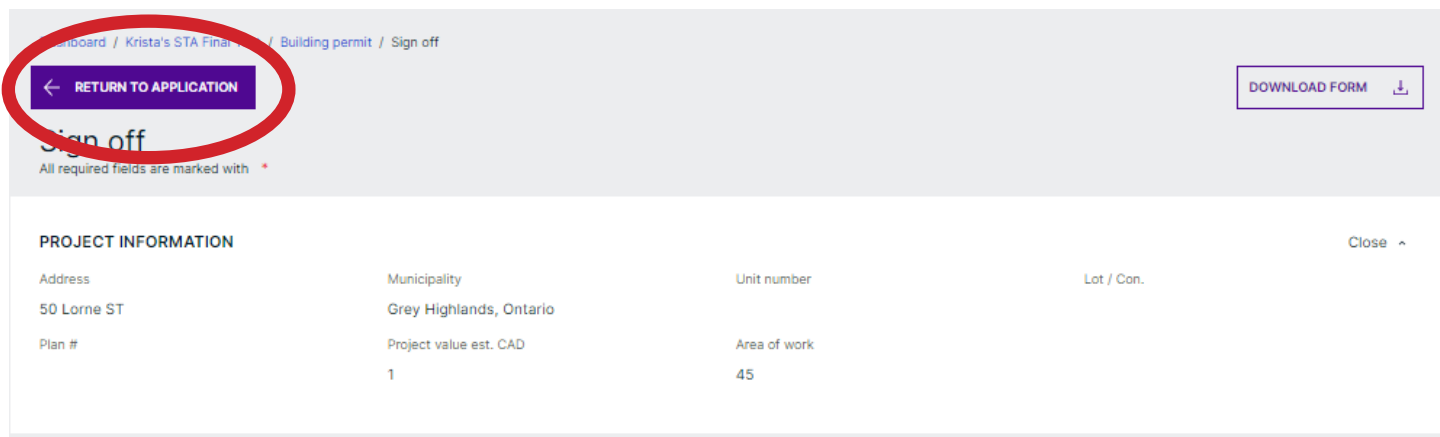
I, Krista House do hereby declare that the information contained in this application, attached schedules and forms, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation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

SIGN OFF



Personal information collected in this form and schedules is collected under the authority of subsection 8.(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

- Review carefully to ensure all the information provided is correct.
- Once the application has been signed-off, click "Return to Application".



Dashboard / Krista's STA Final Test / Building permit / Sign off

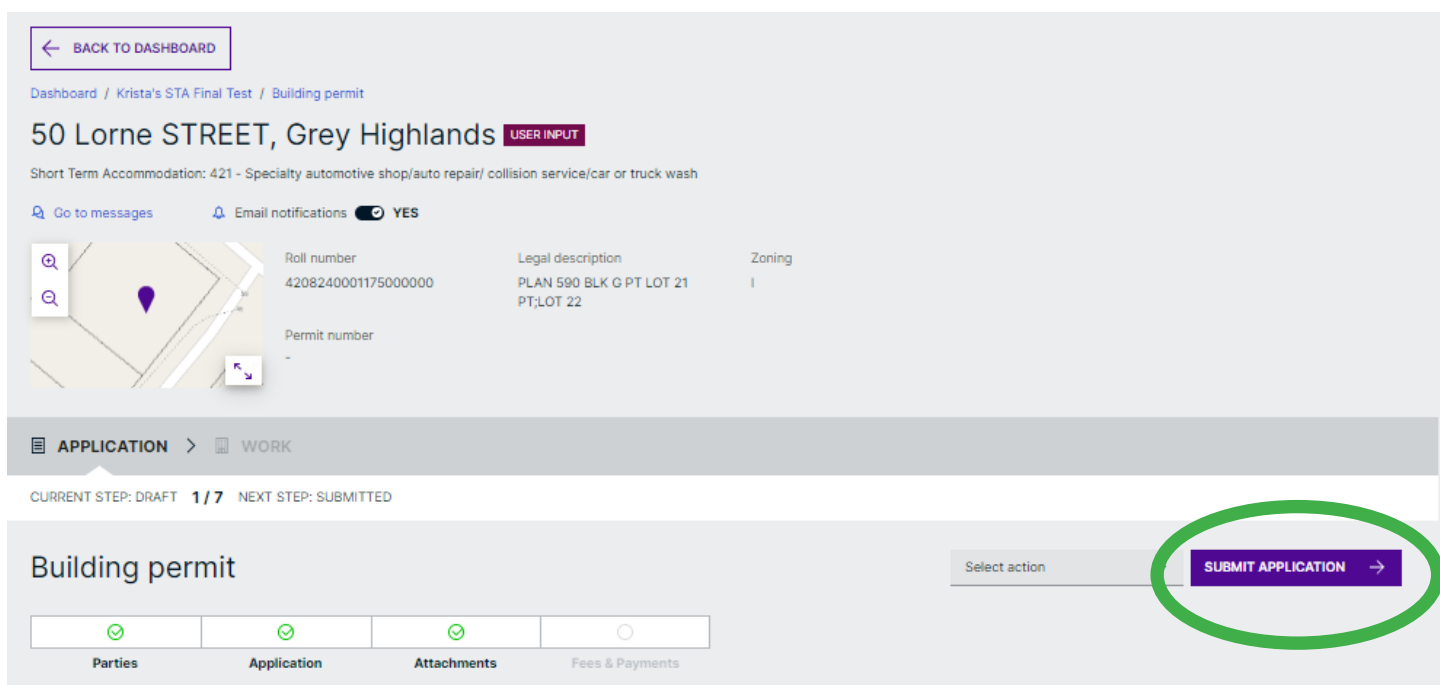
[← RETURN TO APPLICATION](#) [DOWNLOAD FORM](#)

Sign off
All required fields are marked with *

PROJECT INFORMATION Close

Address	Municipality	Unit number	Lot / Con.
50 Lorne ST	Grey Highlands, Ontario		
Plan #	Project value est. CAD	Area of work	
	1	45	

When back on the application screen, click "Submit Application" to enter the application for review and scheduling of the life safety inspection.



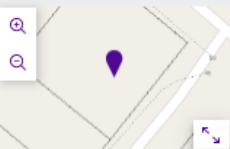
[← BACK TO DASHBOARD](#)

Dashboard / Krista's STA Final Test / Building permit

50 Lorne STREET, Grey Highlands USER INPUT

Short Term Accommodation: 421 - Specialty automotive shop/auto repair/ collision service/car or truck wash

[Go to messages](#) [Email notifications](#) ☒ YES

 Roll number: 4208240001175000000 Legal description: PLAN 590 BLK G PT LOT 21 PT; LOT 22 Zoning: I

Permit number: -

APPLICATION > WORK


CURRENT STEP: DRAFT **1 / 7** NEXT STEP: SUBMITTED

Building permit Select action [SUBMIT APPLICATION →](#)


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

The status on the application will change to "In Review" and you will receive an email to confirm that your application has been submitted.

Application CA-3542015-B-2020-48 status is now Submitted



no-reply@mg.cloudpermit.com

To  Krista House


↩ Reply


↩ Reply All

→ Forward

⋮

Mon 2020-06-29 1:00 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.



Hi,

The status of the application for **50 Lorne ST** in Grey Highlands is now: Submitted.

Click the application link below and you will be redirected to the application

[Open application](#)

If the button does not work, copy this [link](#) directly on to your browser.

We love hearing from you! Any questions? Please check out our [support centre](#). If you think you received this email by mistake you may safely ignore it.