

This tutorial is for new accommodation operators. Existing accommodation operators looking for information on how to RENEW their license, check the “How to Renew an Accommodation License” in the Help Centre.

# New Applicant to Licensed Accommodation Operator Journey

1. Pre-Application
2. Apply for Accommodation License Through Self-Serve Portal
3. Pay Invoice for Initial Inspection
4. Quality Tourism Services (QTS) Inspection
5. Pay Invoice for Accommodation License
6. Print Copy of License

This guide will walk you through the process of becoming a licensed accommodation in PEI’s Tourism Industry. It will provide information at each step of the application journey to help you better understand what you need to do and what happens next.

## Pre-Application

- 1. Pre-Application**
2. Apply for Accommodation License Through Self-Serve Portal
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6. Print Copy of License

### WHAT DO I NEED TO DO?

**BEFORE** applying for an accommodation license, there are a few tasks and requirements to have completed first.

#### **1. You Must be the Accommodation Owner or Have Signing Authority**

Many accommodations hire property managers to help manage their accommodation business. However, accommodation license applications **must be completed by the owner of the business**. In the case of a corporation, the person applying needs to have signing authority.

#### **2. Register your Business with the PEI Business/Corporate Registry**

You can acquire your PEI Business Registry Number at the [Province of Prince Edward Island Business/Corporate Registry](#). If you don't have a PEI Business Registry number, [you can register a new business here](#). This will ensure no one else but you can use your unique business name.

#### **3. Letter of Municipal Approval**

If your property is located within a municipality with planning authority, you must have their approval first. The following links can help with this step:

- [Contact Info for Municipalities with Planning Authority](#)
- [Municipal Boundaries Map](#)

*IMPORTANT NOTE REGARDING MUNICIPAL APPROVAL - if your accommodation falls outside the boundaries of these municipalities then you won't need to complete this pre-step. However, it is your responsibility to ensure proper building permits are acquired as well as land use laws are abided by. Contact the [Department of Housing, Land and Communities](#) for information on land use regulation and approval.*

### [WHAT'S NEXT?](#)

Once you have the above items complete, you are ready to officially apply for your accommodation license.

# Apply for Accommodation License Through Self-Serve Portal

1. Pre-Application
- 2. Apply for Accommodation License Through Self-Serve Portal**
3. Pay Invoice for Initial Inspection
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## WHAT DO I NEED TO DO?

Sign into the self-serve portal at [www.tourismpeidynamics.com](http://www.tourismpeidynamics.com) with your email and password. If you are reading this Help Centre article, then there's a good chance you've already done this.

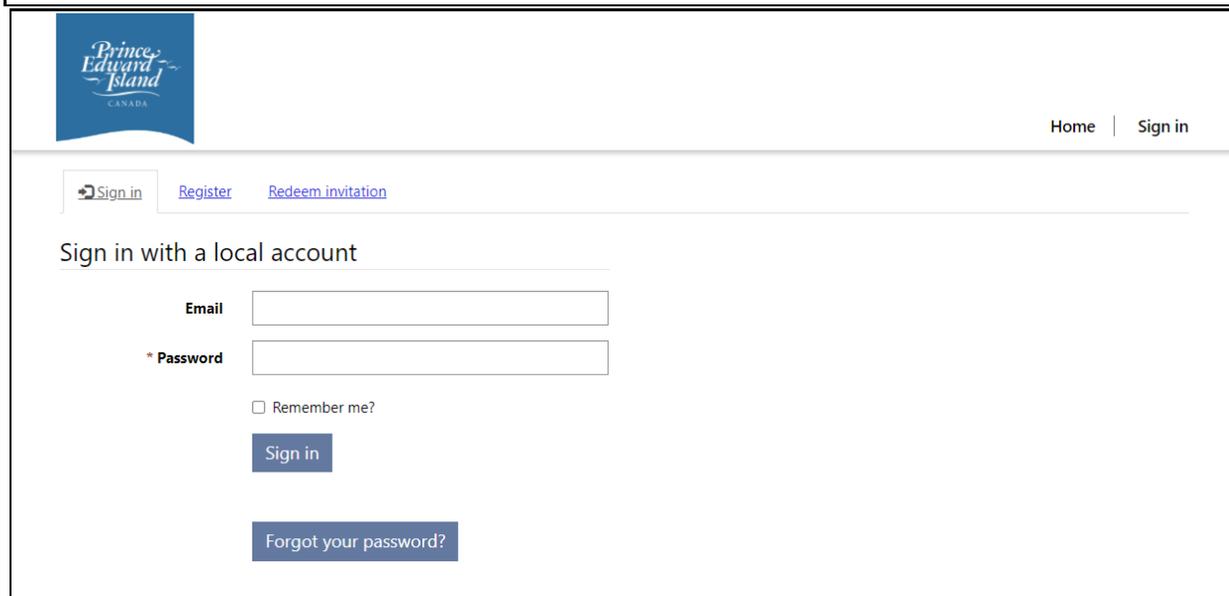


Prince Edward Island CANADA

Home | **Sign in**

**Welcome to your Operator Self-Serve!**

Please sign in to access your profile



Prince Edward Island CANADA

Home | Sign in

[Sign in](#) | [Register](#) | [Redeem invitation](#)

Sign in with a local account

Email

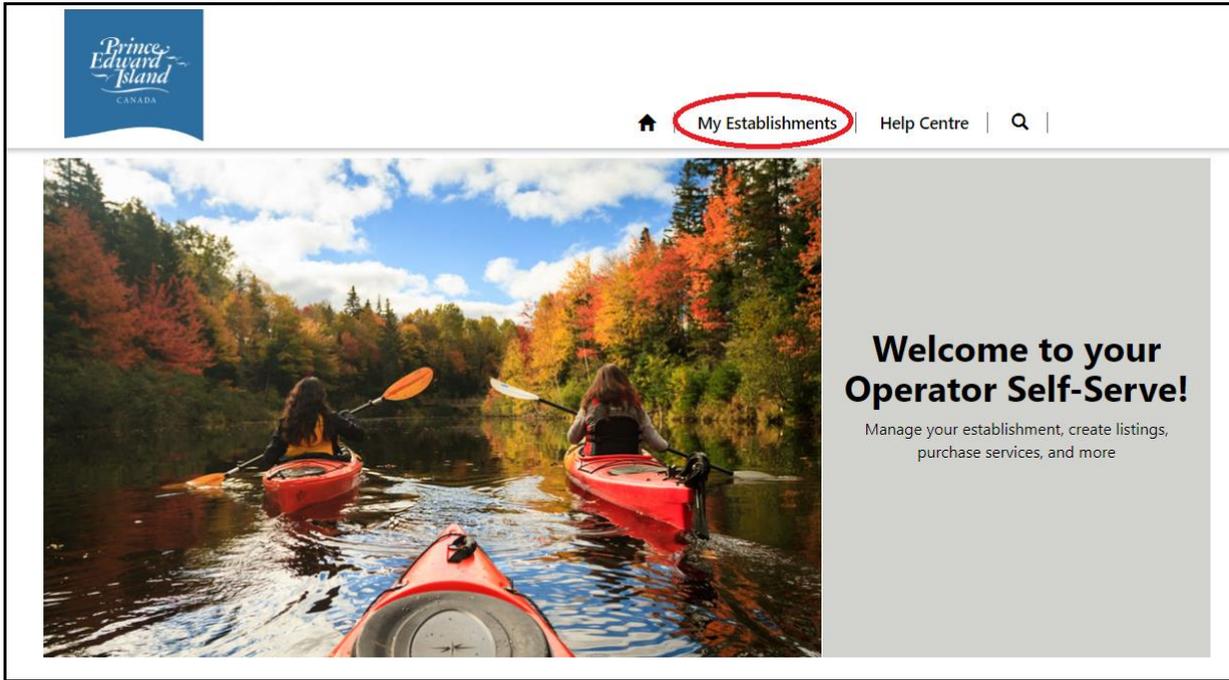
\* Password

Remember me?

[Sign in](#)

[Forgot your password?](#)

From the home screen, click on **MY ESTABLISHMENTS**.



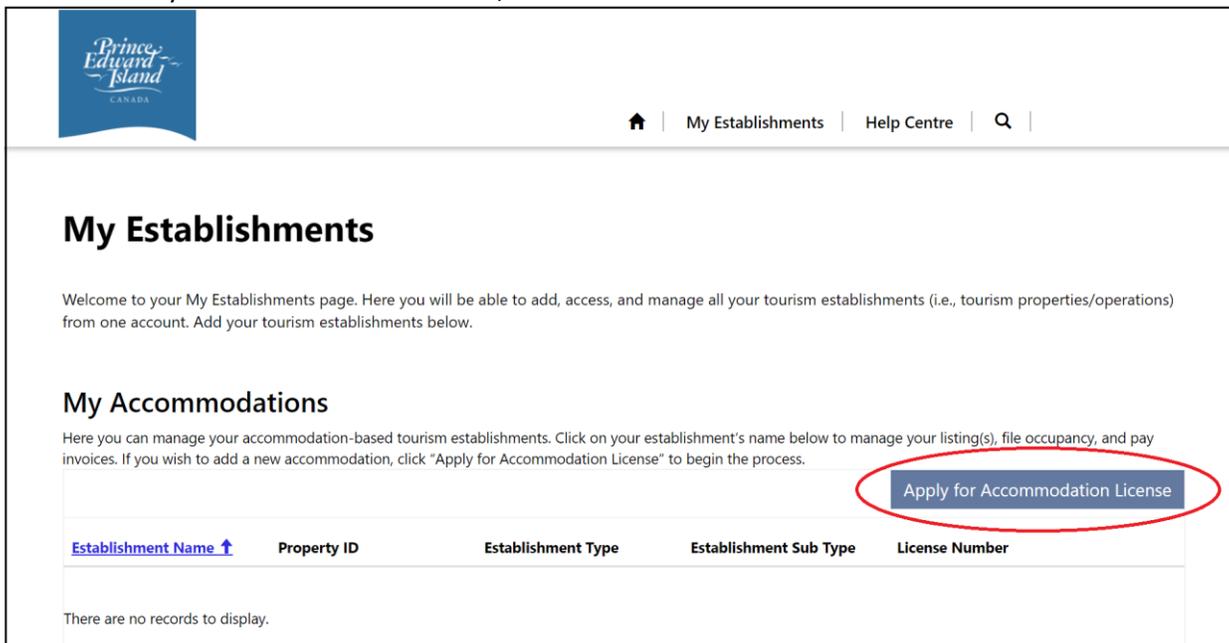
Prince Edward Island CANADA

Home | **My Establishments** | Help Centre | Search

## Welcome to your Operator Self-Serve!

Manage your establishment, create listings, purchase services, and more

Under the "My Accommodations" section, click on **APPLY FOR ACCOMMODATION LICENSE**



Prince Edward Island CANADA

Home | My Establishments | Help Centre | Search

## My Establishments

Welcome to your My Establishments page. Here you will be able to add, access, and manage all your tourism establishments (i.e., tourism properties/operations) from one account. Add your tourism establishments below.

### My Accommodations

Here you can manage your accommodation-based tourism establishments. Click on your establishment's name below to manage your listing(s), file occupancy, and pay invoices. If you wish to add a new accommodation, click "Apply for Accommodation License" to begin the process.

[Apply for Accommodation License](#)

Establishment Name ↑	Property ID	Establishment Type	Establishment Sub Type	License Number
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There are no records to display.

Review the New Accommodation License Application Background Information and select the acknowledgement option that applies to you and your business. Click **NEXT**.

Home | My Establishments | Help Centre | Search

## New Accommodation License Application

### Initial Accommodation License Application

This page contains important information regarding your tourism establishment license application, including information you need to have ready in order to start the application. Please review all of the information below and complete your acknowledgement.

### Register your Tourism Establishment Business

- All business, regardless of structure, must be registered with the Province of Prince Edward Island Business/Corporate Registry.
- To register your business with the Province, or look up a registered business, go to [PEI Business / Corporate Registry](#).

### Municipal Approval

- If your property is located within a municipality, you must obtain written municipal approval from your municipal office prior to applying for a Tourism Establishment License.
- If you are unsure if your property is located within a municipality, check the Municipal Boundaries Map | Government of Prince Edward Island [Municipal Boundaries Map](#).

### Inspection

- Quality Tourism Services will inspect your property prior to being issued a license from the Province.
- Annual Inspections are required to maintain your license.
- Once you complete your application, Quality Tourism Services will be in contact to schedule an inspection.

### Water Test

- If your property is on a private well, your water is required to be tested prior to inspection and every three months afterward.
- Have your water test results ready to present to the inspector.
- If you are on municipal water, water testing is not required.

Fill out the New Accommodation License Application. It is made up of the following sections:

- **Operator Information (Legal Entity)** – this is where you enter the legal information for your business. In the case of Sole Proprietorships/Partnerships, this would be the property owner(s) information. This was one of the requirements to have complete prior to applying. (See above for additional information).
- **Business Address** – this is where you would enter the address for a head office or mailing address for the business (not necessarily the physical address of the rental property). You will be able to enter the physical address for the accommodation on the next page. For all address sections simply type in the first box to activate the auto lookup feature. Then click on the appropriate address to auto populate the rest of the fields. This feature can be disabled by clicking the check box to manually enter an address.
- **Establishment Information** – enter the Establishment Name, Property Identification Number (PID), as well as the Touring Region and Community. If you are having trouble locating your PID, try checking your tax assessment documents or PEI's [Civic Address Locator](#).
- **Property/Marketing Manager Information** – if you have a designated property or marketing manager, enter their contact information here. Tourism PEI staff can invite them into the Self-Serve Portal (or they can sign up on their own) and link them to your Accommodation. Selecting “Yes” under “Property Manager Same as Operator” will auto populate your contact information here. This is set to “No” by default.
- **Primary Accommodation** – in this section you can select your primary accommodation type from the drop-down list. Enter the number of units/suites that will be guest-ready prior to inspection. A Quality Tourism Services Inspector will verify this on site.

- **Email, Phone Numbers & Dates** – this section is for contact info that the public would have access to. This information will also be displayed on [www.tourismpei.com](http://www.tourismpei.com) unless you choose to opt out of this advertising. Lastly, enter your dates of operation for the business. This can be changed at any time through a Service Request.
- **Amenities and Accreditations** – check off the amenities your accommodation offers as well as the accreditation programs you are currently enrolled in. These will be verified by a Quality Tourism Services Officer during initial inspection.
- **Upload Municipal Letter/License** – this was the other requirement to have completed prior to starting the application process. **CHOOSE FILE** and select your municipal approval file (if applicable).

Click **NEXT**.

Enter the physical address where the accommodation is located on this page.

Click **NEXT**.

With your accommodation license, you will receive a Basic Free Web Listing that will be advertised on [www.tourismpei.com](http://www.tourismpei.com). This includes a 125-character description, one photo, the contact information supplied on the previous page, a link to the accommodation’s website as well as your booking link.

*IMPORTANT NOTE REGARDING WEB LISTINGS - you do not need to set up this listing at this time. You will be able to set up this Basic Free Web Listing through the self-serve portal at any time. You will also be able to purchase advanced and package listings as well. Listings will not show up on the industry site until license is issued.*

After you’ve filled out your Basic Free Web Listing, or if you’ve decided you will do this later, click **NEXT**.

The screenshot shows the 'Create Basic Free Web Listing' form on the Tourism PEI website. At the top left is the Prince Edward Island Canada logo. The navigation bar includes a home icon, 'My Establishments', 'Help Centre', and a search icon. The main heading is 'Create Basic Free Web Listing'. Below this, a text box explains that the listing includes one photo and a 125-character description on TourismPEI.com. The form fields are: 'Type' (Basic Web Listing), 'Description (English) - 125 character limit' (a large text area), 'URL for Establishment (Home Page)' (a text input field), and 'URL for Reservation (Book Now)' (a text input field).

Confirm acknowledgements by checking the appropriate box. Once all acknowledgements are confirmed, click **NEXT**.



[Home](#) | [My Establishments](#) | [Help Centre](#) | [Search](#)

## Acknowledgment

- I hereby apply for a license to operate a tourism establishment in accordance with section 2 of the Tourism Industry Act R.S.P.E.I. 1988, Cap. T- 3.3 and regulations. I hereby consent to the collection, by the licensing authority, of such personal information and such additional information about me, as may be necessary in order to complete or verify the information contained on the application form and to make a determination on whether to approve the application for a license in accordance with the requirements of the Tourism Industry Act and Tourism Industry Act Regulations.
- I acknowledge that the information on this form is collected under legal authority of the Tourism Industry Act and under section 31 of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, Cap. F-15.01 which authorizes the collection, use and disclosure of your personal information for the purpose of considering your tourism establishment license application and administering the licenses and services associated with same. I also acknowledge that if I have questions about this collection, use and disclosure of personal information that I may contact at (902) 368-5508.
- I acknowledge that tourism operators are required to comply with, and tourism establishments are required meet, the requirements of the Tourism Industry Act, the regulations and such other laws of the province as may be incidental to the conducting, operating, maintaining or managing of a tourism establishment.
- I hereby confirm that I have legal authority to sign this document on behalf of the named tourism establishment.
- I hereby confirm that the information provided herein is correct.

[Next](#)

### WHAT'S NEXT?

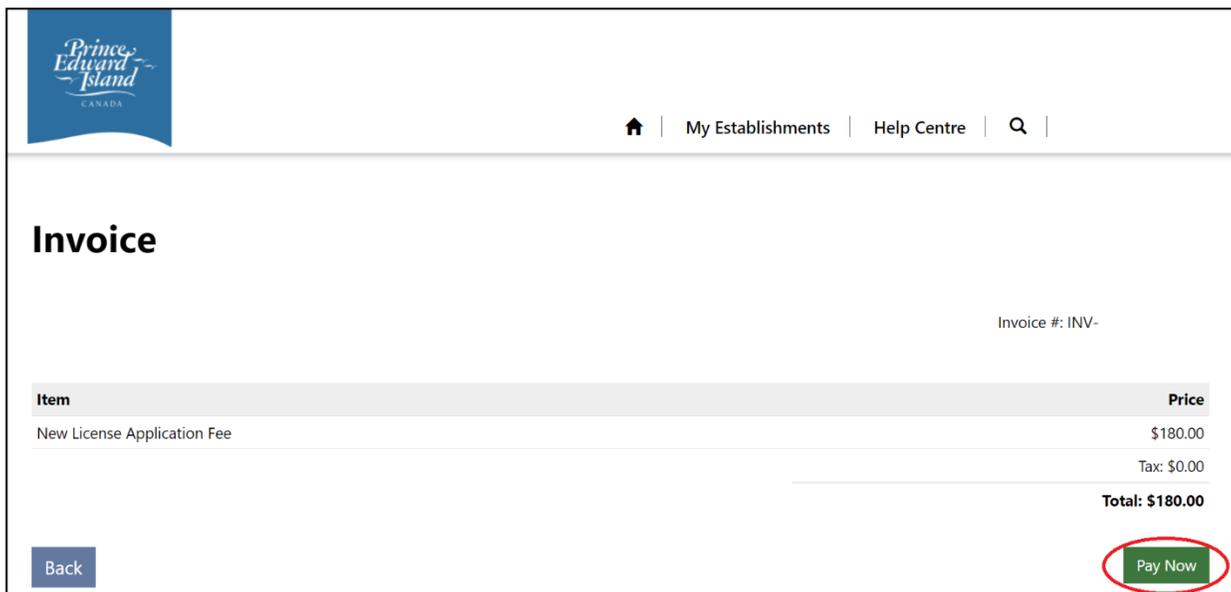
With that step completed, you are ready to pay the first of two invoices required for a new accommodation license.

# Pay Invoice for Initial Inspection

1. Pre-Application
2. Apply for Accommodation License Through Self-Serve Portal
- 3. Pay Invoice for Initial Inspection**
4. QTS Inspection
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6. Print Copy of License

## WHAT DO I NEED TO DO?

This invoice is for your initial inspection fee. A Quality Tourism Standards officer will inspect your accommodation to help with industry standards and regulation compliance. Although accommodations are routinely inspected on an annual basis, this invoice is a one-time payment that all new properties pay for their first inspection.



The screenshot shows the Prince Edward Island Canada website interface. At the top left is the logo. The navigation bar includes a home icon, 'My Establishments', 'Help Centre', and a search icon. The main content area is titled 'Invoice' and shows 'Invoice #: INV-'. Below this is a table with two columns: 'Item' and 'Price'. The table lists 'New License Application Fee' for '\$180.00' and 'Tax: \$0.00'. The total is '\$180.00'. At the bottom left is a 'Back' button, and at the bottom right is a 'Pay Now' button, which is circled in red.

Item	Price
New License Application Fee	\$180.00
	Tax: \$0.00
	<b>Total: \$180.00</b>

Click **PAY NOW**.

## WHAT'S NEXT?

Once this invoice is paid, your application will now be officially submitted to Tourism PEI where it will be completely reviewed.

**If your application is filled out completely and meet all requirements,** you will immediately move on to the next step. QTS will be notified by Tourism PEI staff that your application review is complete, and they can proceed with contacting you to book your inspection.

**If your application is missing information and/or doesn't meet all requirements,** Tourism PEI will notify you via email. The application will not move past the review stage until all missing information is clarified and all requirements are met.

*IMPORTANT NOTE REGARDING INCOMPLETE APPLICATIONS. The three items from the “Pre-Application” section are by far the most common reasons applications are incomplete. Operators who apply without these items complete end up facing significant delays in acquiring their license. The Initial Inspection Fee is also non-refundable.*

## Quality Tourism Services (QTS) Inspection

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5. Pay Invoice for Accommodation License
6. Print Copy of License

### WHAT DO I NEED TO DO?

New operators will be contacted by Quality Tourism Services shortly after the Initial Inspection Invoice is paid. During this call, they will book a date and time to complete the initial inspection. They can also provide information to you on what is required to pass this inspection. All requirements can be found in the [Tourism Industry Act & Regulations](#).

*IMPORTANT NOTE REGARDING QTS INSPECTION – be sure to have a clear bacterial water sample result prior to your inspection appointment (if you are on private water supply). This is a step you can have completed well in advance. Besides meeting all requirements in the regulations, you will want to have the accommodation “guest-ready” when the inspector arrives so they can offer the best guidance on industry standards.*

*IMPORTANT NOTE REGARDING RENEWING AN APPLICATION – Tourism Accommodation Licenses expire after one year (all expire on March 31<sup>st</sup>). This means renewing operators are required to have a yearly reinspection. The difference between this inspection is that it is not required to take place before accepting guest. QTS will reach out to book this inspection as well.*

### WHAT'S NEXT?

Once you pass inspection you will be able to pay your license invoice and become a licensed accommodation.

## Pay Invoice for Accommodation License

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### WHAT DO I NEED TO DO?

The invoice amount will be determined by the type of accommodation and number of units you have. The good news is both items will be confirmed during the previous step by the QTS inspector. The fee structure is below:

#### **Rental Unit/Travel Trailer/RV Rental**

- 1 to 4 Units - \$155
- 5 Units and Over - \$250 + \$6.50/per Unit

#### **Campground or RV Park**

- 1 to 100 Sites - \$210
- 101 to 250 Sites - \$300
- 251 to 500 Sites - \$325
- 501 Sites and Over - \$415
- Camping cabins pay base campground fee only; cabins counted as additional sites.

While logged into your Operator Self-Serve profile, click on **MY ESTABLISHMENTS**, and then select your accommodation.

**My Establishments**

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**My Accommodations**

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[Apply for Accommodation License](#)

<a href="#">Establishment Name</a> ↑	Property ID	Establishment Type	Establishment Sub Type	License Number
<a href="#">An Example Accommodation</a>	123456	Accommodation	Bed and Breakfast	1441

Select **INVOICES** on the left-hand menu.

**Summary**

← My Establishments [Copy Of License](#)

An Example Accommodation

- Summary
- Listings
- Occupancy Reports
- Service Requests
- Inspection Cases
- License Applications
- Relationships
- [Invoices](#)

**OPERATOR INFORMATION**

**Ownership Type \***  
Corporation

**Legal Business Name \***  
An Example Accommodation

**PEI Business Registry Number**  
11111111

**ACCOUNT SETTINGS**

**License Number**  
1441

**ESTABLISHMENT INFORMATION**

**Property ID**  
123456

**Region \***  
Charlottetown

**Community \***  
Charlottetown

**ESTABLISHMENT SUB TYPES**

**Establishment Sub Type \***  
Bed and Breakfast

Select the Active Invoice.

## Invoices

← My Establishments

An Example Accommodation

Summary

Listings

Occupancy Reports

Service Requests

Inspection Cases

License Applications

Relationships

Invoices

Active Invoices Closed Invoices

Invoice ID	Total Amount	Created On ↓
INV-01564-G4Y1Y8	\$155.00	5/5/2023 3:41 PM

Review and click **PAY NOW**.

### WHAT'S NEXT?

Congratulations! You are now a Licensed Accommodation Operator with Tourism PEI. All that's left to do is print off and display your license.

## Print Copy of License

1. Pre-Application
2. Apply for Accommodation License Through Self-Serve Portal
3. Pay Invoice for Initial Inspection
4. Quality Tourism Services (QTS) Inspection
5. Pay Invoice for Accommodation License
- 6. Print Copy of License**

### WHAT DO I NEED TO DO?

While logged into your Operator Self-Serve profile, click on **MY ESTABLISHMENTS**, and then select your accommodation.

From the Summary Home Page, click on **COPY OF LICENSE**. This will automatically send a copy of your license to your email.



## Summary

← My Establishments

An Example Accommodation

- Summary
- Listings
- Occupancy Reports
- Service Requests
- Inspection Cases
- License Applications
- Relationships
- Invoices

Copy Of License

### OPERATOR INFORMATION

**Ownership Type \***  
Corporation

**Legal Business Name \***  
An Example Accommodation

**PEI Business Registry Number**  
11111111

### ESTABLISHMENT INFORMATION

**Property ID**  
123456

**Region \***  
Charlottetown

**Community \***  
Charlottetown

### ACCOUNT SETTINGS

License Number

### ESTABLISHMENT SUB TYPES

Establishment Sub Type \*

## Summary

← My Establishments

An Example Accommodation

Summary

Copy Of License

A copy of your license has been sent to the email address you provided.

### OPERATOR INFORMATION

### ESTABLISHMENT INFORMATION

Congratulations! Print and display your new license!



*Tourism Industry Act R.S.P.E.I 1988, Cap T-3.3*

# Tourist Establishment License

Province of Prince Edward Island, Tourism PEI

ACCOMMODATION NAME:

*An Example  
Accommodation*

is hereby licensed under the Tourism Industry Act  
and regulations made thereunder to operate.

DATE OF ISSUE: 5/1/2023

LICENSE NUMBER:

DATE OF EXPIRY: 3/31/2024