

This tutorial is for accommodation operators who are already licensed and looking to renew. New accommodation operators looking for information on how to apply for a license for the first time can check the “How to Apply for an Accommodation License” article in the Help Centre.

Steps in Renewing your Accommodation License

1. Before Applying
2. Renew Accommodation License Through Self-Serve Portal
3. Pay Invoice for Accommodation License
4. Print Copy of License

This guide will walk you through the process of renewing your accommodation license. It will provide instruction at each step of the process.

Before Applying

- 1. Before Applying**
2. Renew Accommodation License Through Self-Serve Portal
3. Pay Invoice for Accommodation License
4. Print Copy of License

WHAT DO I NEED TO DO?

BEFORE attempting to renew your accommodation license, there are several important prerequisites to have in order.

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. Charlottetown Accommodations

The City of Charlottetown has passed a bylaw that requires short-term rentals to acquire a license through their office. This must be attached to your Tourism PEI renewal application. For more information, visit the [Charlottetown Short Term Rental FAQ Page](#).

WHAT'S NEXT?

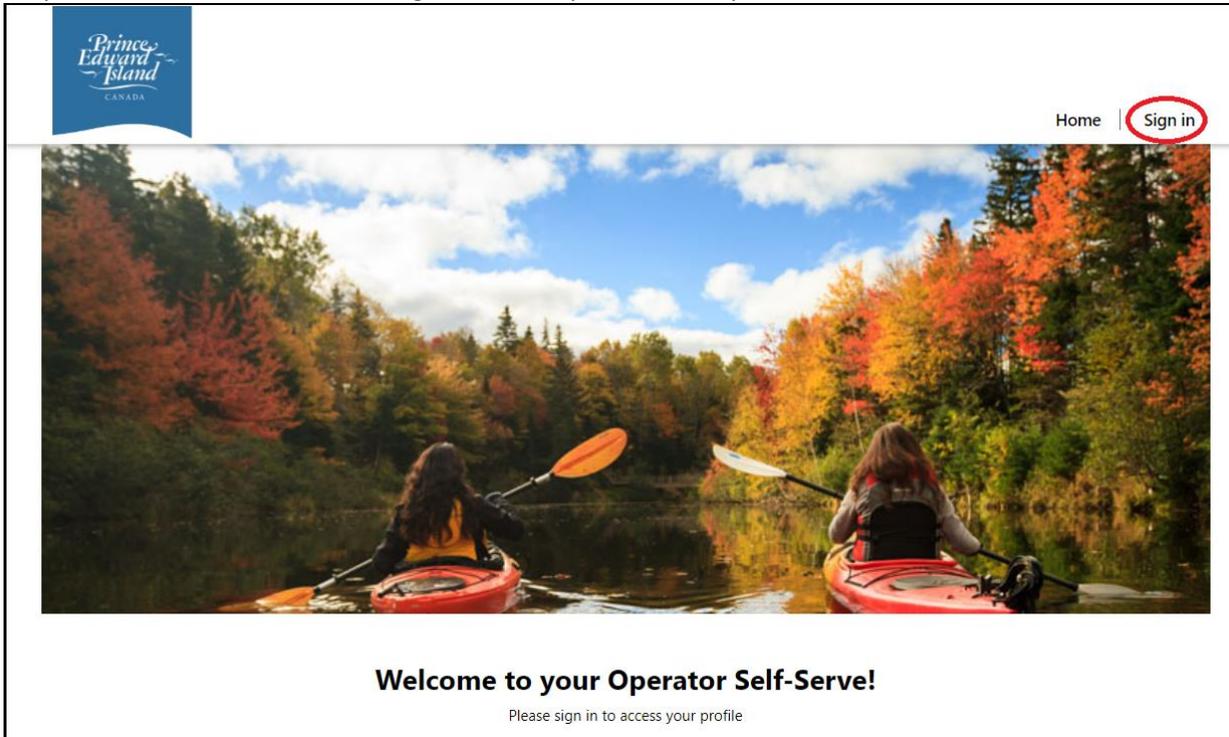
With these prerequisites satisfied, you are ready to officially renew your accommodation license.

Renew Accommodation License Through Self-Serve Portal

1. Before Applying
- 2. Renew Accommodation License Through Self-Serve Portal**
3. Pay Invoice for Accommodation License
4. Print Copy of License

WHAT DO I NEED TO DO?

Sign into the self-serve portal at 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.

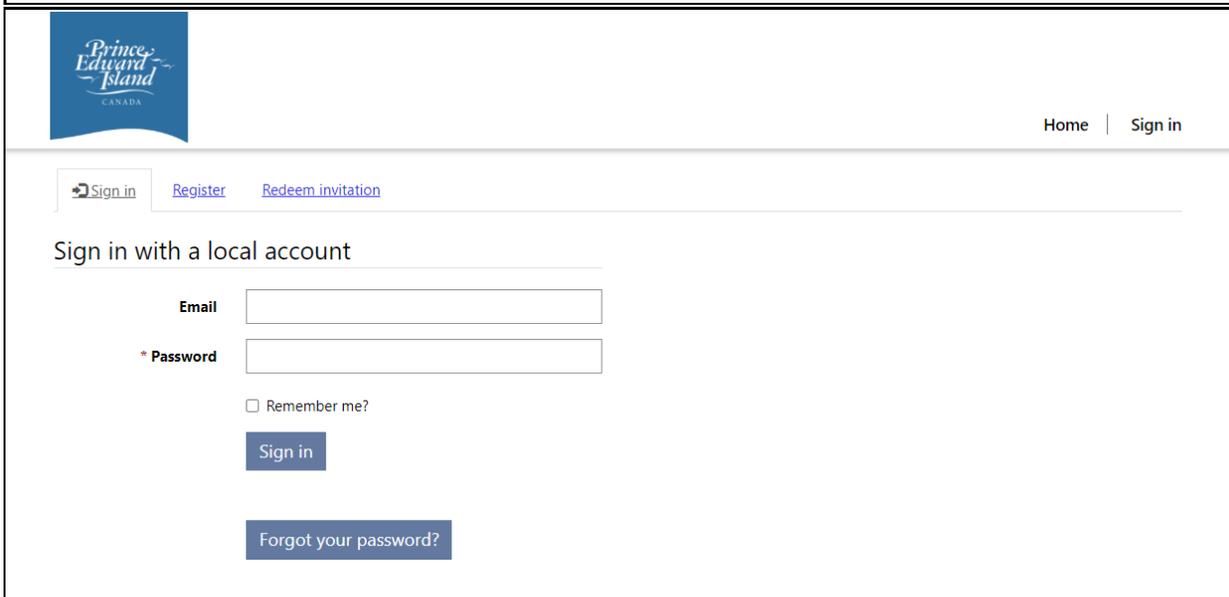


Prince Edward Island CANADA

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

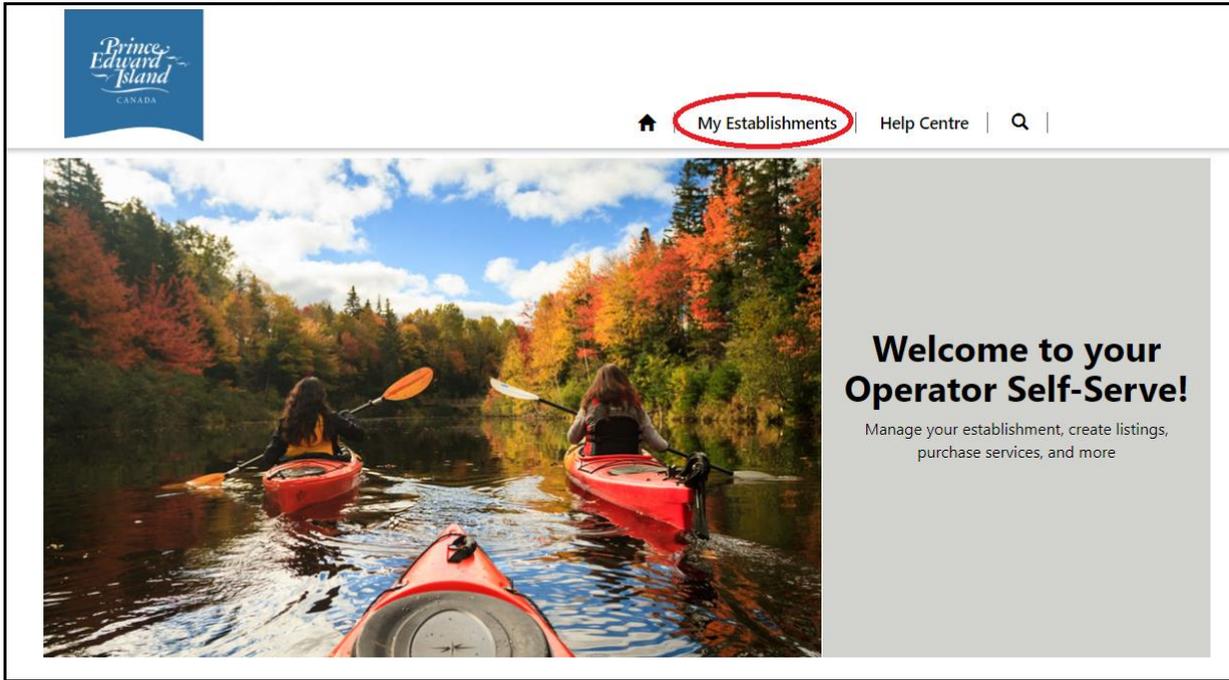
* Password

Remember me?

[Sign in](#)

[Forgot your password?](#)

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

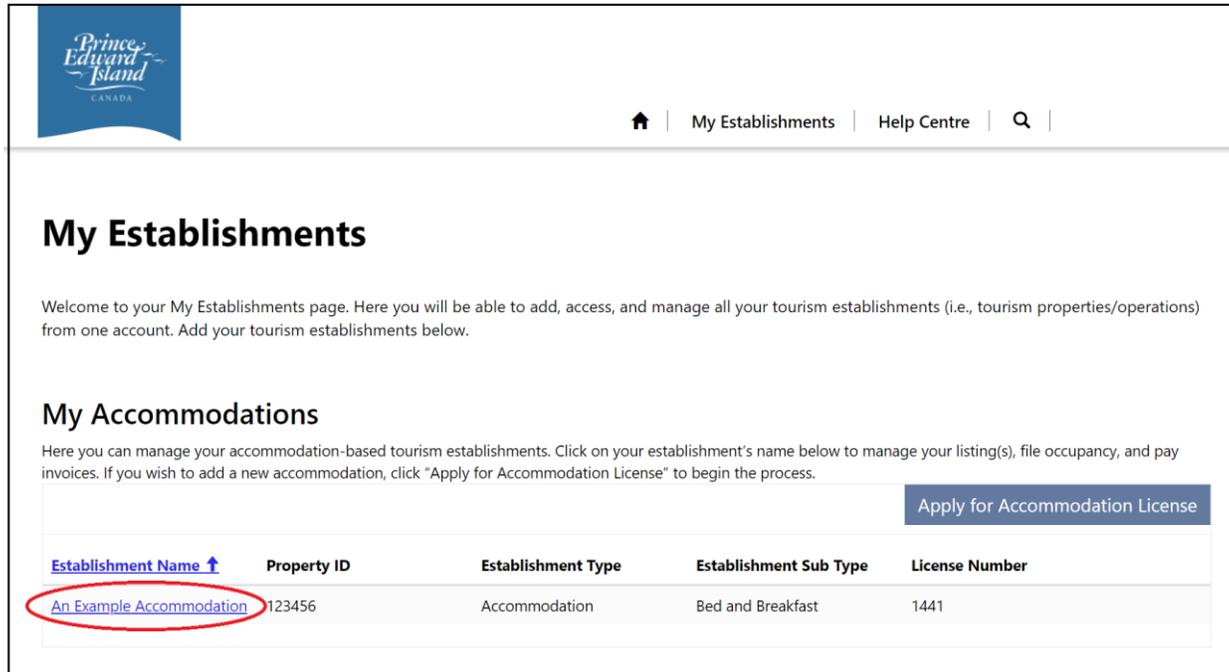


Prince Edward Island CANADA

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 the Accommodation you'd like to renew the license for.



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
An Example Accommodation	123456	Accommodation	Bed and Breakfast	1441

Click **LICENSE APPLICATIONS**.

Prince Edward Island CANADA

Home | My Establishments | Help Centre | Search

Summary

← My Establishments Copy Of License

An Example Accommodation

- Summary
- Listings
- Occupancy Reports
- Service Requests
- License Applications**
- Relationships
- Invoices

OPERATOR INFORMATION	ESTABLISHMENT INFORMATION
PEI Business Registry Number	Establishment Name An Example Accommodation
Ownership Type Corporation	Property ID
Legal Business Name An Example Accommodation	Property Manager Same as Operator Yes
Primary Operator Phone Number	Establishment Manager Name

Click **START RENEWAL APPLICATION**.

Prince Edward Island CANADA

Home | My Establishments | Help Centre | Search

License Applications

← My Establishments

An Example Accommodation

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

Active | History

Start Renewal Application

Application Number	Establishment Name (Property)	Type	Status	Created On	Status Reason
There are no records to display.					

Review the Renew 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

Renew Accommodation License Application

Renewal 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.
- 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](#).

Municipal Approval

- If your property is located within a municipality; written municipal approval is required 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.

The information associated with your accommodation will automatically populate on the next page. Review it and update as needed. Click **NEXT**.

IMPORTANT NOTE REGARDING CHARLOTTETOWN OPERATORS – the City of Charlottetown has passed a bylaw that requires short-term rentals to acquire a license through their office. This must be attached to your Tourism PEI renewal application.

ESTABLISHMENT INFORMATION

Please review the information below. Completed information cannot be changed. If the information below is incorrect, please contact Industry Support at [1-866-213-7521](tel:1-866-213-7521) or industrysupportpei@gov.pe.ca.
Note: Name change requests can be submitted any time using the Service Request feature on the main page for this Establishment.

Establishment Name (Property)
An Example Accommodation

Property ID
222222

Region *
Charlottetown

Community *
Charlottetown

MUNICIPAL APPROVAL

For properties located in the City of Charlottetown Municipality, you must upload a copy of a valid [Short-Term Rental License](#) from the City of Charlottetown for the upcoming license period.

Upload Municipal Letter/License
[Choose File](#) No file selected

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?

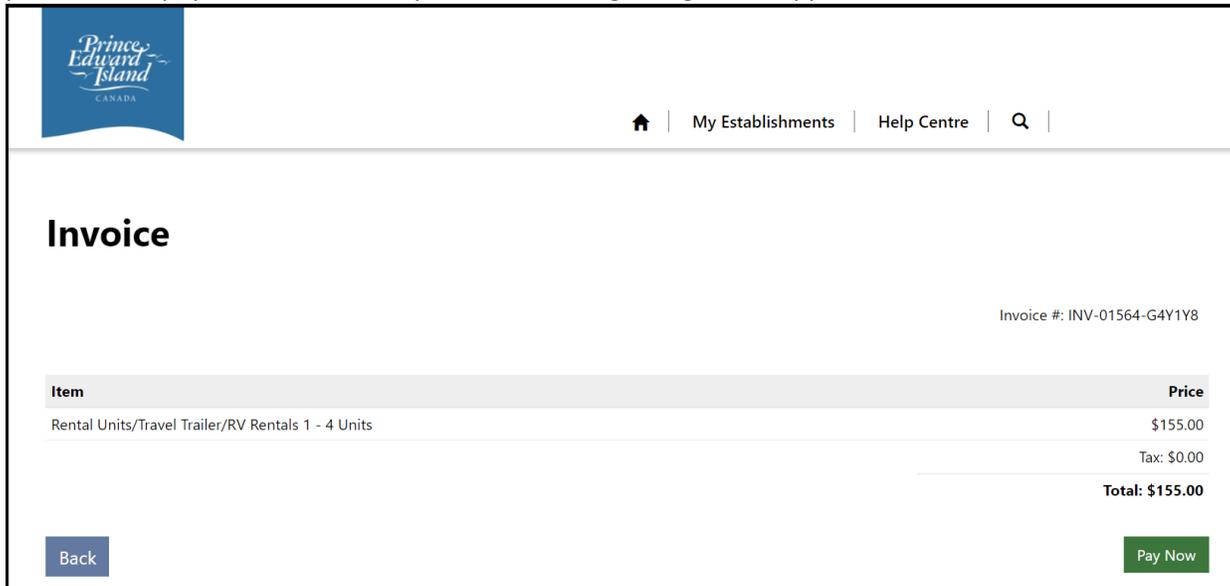
With that step completed, you are ready to pay for the license renewal.

Pay Invoice for Accommodation License

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4. Print Copy of License

WHAT DO I NEED TO DO?

This invoice will be automatically generated according to the type of accommodation you have and number of units present. The payment structure is posted at the beginning of the application.



The screenshot shows a web interface for Prince Edward Island, Canada. The header includes the logo and navigation links: Home, My Establishments, Help Centre, and Search. The main content area is titled "Invoice" and displays the following information:

Invoice #: INV-01564-G4Y1Y8

Item	Price
Rental Units/Travel Trailer/RV Rentals 1 - 4 Units	\$155.00
	Tax: \$0.00
	Total: \$155.00

At the bottom of the invoice, there are two buttons: "Back" and "Pay Now".

Click **PAY NOW** and complete the payment step.

WHAT'S NEXT?

Congratulations! You just submitted your application and renewed your Accommodation License with Tourism PEI. All that's left to do is print off and display your new license.

IMPORTANT NOTE REGARDING PRINTING YOUR NEW LICENSE - Tourism Accommodation Licenses are valid for the fiscal year (April 1st - March 31st). You can only download and print a copy of the license for the current fiscal period. This means that if you renewed your license in advance of the next fiscal year, you will be able to print your new license on April 1st.

Print Copy of License

1. Before Applying
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3. Pay Invoice for Accommodation License
4. **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.

The screenshot shows the 'Summary' page of the Operator Self-Serve portal. At the top left is the Prince Edward Island Canada logo. The navigation bar includes 'My Establishments', 'Help Centre', and a search icon. The main content area is titled 'Summary' and features a left-hand menu with options like 'Summary', 'Listings', 'Occupancy Reports', 'Service Requests', 'Inspection Cases', 'License Applications', 'Relationships', and 'Invoices'. A '← My Establishments' button is at the top of the menu. To the right, there are four sections: '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), and 'ESTABLISHMENT SUB TYPES' (Establishment Sub Type). A 'Copy Of License' button is circled in red in the top right corner of the main content area.

The screenshot shows the 'Summary' page after clicking the 'Copy Of License' button. The layout is similar to the previous screenshot, but a green confirmation message is displayed: 'A copy of your license has been sent to the email address you provided.' This message is circled in red. The 'Copy Of License' button is now a light blue link. The 'OPERATOR INFORMATION' and 'ESTABLISHMENT INFORMATION' sections are visible at the bottom of the page.

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