

DEC  
2020

# Inspection Requests

## HOW TO REQUEST AN INSPECTION

This communication provides advance notice of changes to the inspection request process.

### Effective January 20<sup>th</sup>, 2021

We are offering three convenient ways to request an inspection on your issued building permit:

#### **APLI Citizen Portal**

If you applied for your building permit online, the permit applicant (and any permit contact that has been added to the file) can request an inspection through [APLI](#).

If you applied for your building permit in person (prior to March 17<sup>th</sup>, 2020), you must request your inspection through Service Barrie.

#### **Service Barrie**

If you would like to submit your request through Service Barrie:

- **Phone:** 705-726-4242 (Monday-Friday, 8am – 5pm)

*Note: if you leave a voicemail, you will receive a call back from a Customer Service Representative and your request will be inputted at that time. No inspection requests will be booked directly from a voicemail message.*

- **Email:** [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca)

Please note, we are discontinuing use of the inspections voicemail phone line and we continue to ask that you kindly refrain from contacting the Inspector directly for inspection requests.



## Required Information for Inspection Requests

You must provide the following information when an inspection request is made:

- Requester information:
  - Name
  - Phone Number
  - Email Address
- Onsite Contact information:
  - Name
  - Phone Number
  - Email Address (for the purposes of receiving the Inspection Report)
- Permit Number
- Project Address
- Type of Inspection as indicated on the Required Notification for Inspection Form (i.e. footing, framing, occupancy, final, etc.)
- Preferred Inspection Time (AM or PM)

Failure to provide the above request information may result in the inspection not being scheduled.

We encourage you to visit our [Inspections](#) webpage to find useful information regarding inspection requests, timeframes, and onsite requirements.

Michael J. Janotta, P.Eng., CBCO  
Chief Building Official

