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2019

Roles & Responsibilities

BUILDING PERMIT PROCESS

Understanding your Role in the Permit Process

Each stakeholder has a defined role in the building permit process; there are responsibilities attached to each role. Knowing your role in the construction and demolition permit process is beneficial because:

- It sets expectations for yourself and others
- Helps mitigate risk as things are less likely to be missed or overlooked
- Increases production and less energy is wasted
- Creates a collaborative working environment with fewer discrepancies
- Ultimately; it's the law

Every person who causes a building to be constructed or demolished must ensure that:

- The construction or demolition proceeds in accordance with the Building Code, the *Building Code Act*, and the Issued Permit Package provided by the City of Barrie's Building Department (i.e. reviewed drawings, placard, etc.)
- No construction commences without an issued building permit
- Construction or demolition is carried out by a qualified professional with the appropriate insurance as per the *Building Code Act*, where required

In addition, there are defined responsibilities for each of the following (see Appendix A):

- Applicant
- Owner
- Builder / Contractor
- Manufacturer / Supplier / Retailer
- Building Department
- Plans Examiner
- Inspector
- Chief Building Official

Building projects range in levels of complexity; there are many factors that make each construction or demolition unique. Regardless of the project, each stakeholder can contribute to the success of the project by understanding and fulfilling their role in the building permit process.

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Chief Building Official
Updated: 18 August 2020



APPENDIX 'A'

Roles and Responsibilities for Construction and Demolition Building Department – City of Barrie

Applicant

- 1) The Role of the Applicant is to ensure that a complete application is submitted to the Building Department.
 - a. In accordance with the *Building Code Act*, Building Code, and Building By-law:
 - i. Drawings are required to be drawn to scale.
 - ii. Drawings require enough detail to perform both plan review and inspections, once reviewed.
- 2) The Applicant is the principle contact for the project and is responsible for all communication between the Building Department, Designers, Contractors, Owners, Prime Consultants, and any other person(s) with a vested interest in the project.
- 3) If the Applicant is not the Owner of the property on which a building will be constructed or demolished, a Property Owner Consent Letter must be provided with the building permit application.
- 4) The Applicant must ensure that all fees associated with the proposed construction are paid upon receipt of the invoice.
- 5) Regarding revisions to building permits, the Applicant shall only schedule an inspection once the revision has been reviewed by the Building Department.
- 6) If there are any changes in major project stakeholders (i.e. Consultants, Builders/Contractors, Designers, or Owner), the Applicant must notify the City of Barrie's Chief Building Official.

Owner

- 1) The Role of the Owner is to ensure that the building is maintained, repaired, and evaluated in accordance with the *Building Code Act* and the Building Code. The Owner is also responsible for ensuring that documents, records, and other information about the building are kept safe and can be provided in accordance with the *Act*.

Prime Consultant

- 1) The Prime Consultant is responsible for ensuring that they understand the building permit inspection process and their role in the process. In cases of larger building projects, a pre-construction meeting will be scheduled to provide an overview of all the inspections that will be required; the Prime Consultant should attend this meeting.
- 2) The Prime Consultant will ensure that all required inspection reports from consultants are submitted to the Building Department prior to the scheduled inspection.
 - a. Failure to provide reports will result in the failure of inspection.
 - b. Failure of an inspection due to missing reports from required consultants will result in an automatic re-inspection fee. No inspections will be performed if there are outstanding fees owing.
- 3) The Prime Consultant will notify the Building Department if any changes are made to the reviewed drawings and will ensure that revisions are provided in accordance with the Building By-law.

Designer

- 1) The Role of a Designer is to provide a design for the proposed construction that shows compliance with the requirements of the *Building Code Act*, Ontario Building Code, Building By-law, and all Applicable Laws.
- 2) The Designer shall:
 - a. Provide drawings and documentation with appropriate detail for review.
 - b. Provide drawings and documentation with appropriate detail for construction.
 - c. Provide drawings and documentation with appropriate detail for inspections.
- 3) Provide a design only for those matters for which the designer has the qualifications as required under the *Act*.

Builder / Contractor

- 1) The Role of the Builder/Contractor is to proceed with construction when a building permit is required under the *Building Code Act* has been issued by the Chief Building Official.
- 2) The Builder/Contractor will:
 - a. Construct in accordance with the reviewed drawings.
 - b. Use appropriate building techniques to achieve compliance.
 - c. Notify the Designer and Building Inspector if any changes are required to be made from the reviewed plans.

Manufacturer / Supplier / Retailer

- 1) It is the role of Manufacturers, Suppliers, and Retailers of products that are intended for use in Ontario in the construction of a building for a purpose that is regulated by the *Building Code Act* or the Building Code to ensure that the products comply with the standards established under the *Act* and the Building Code.

Building Department

- 1) The Role of the Building Department is to ensure that proposed construction meets the requirements of the *Building Code Act*, Building Code, Building By-law, and all other Applicable Law as defined under Article 1.4.1.3. of Div A, Part 1 of the Ontario Building Code.

Plans Examiner

- 1) The Role of a Plans Examiner is to determine compliance with the *Building Code Act*, Ontario Building Code, Building By-law, and Applicable Law prior to issuance of a building permit.
- 2) The Plans Examiner will:
 - a. Perform a review of the permit application package
 - b. Provide review comments to the Applicant in a timely manner
 - c. Issue permits once compliance is shown

Inspector

- 1) The Role of an Inspector is to determine compliance with the *Building Code Act*, Building Code, Building By-law, and Applicable Law after issuance of a building permit.
- 2) Perform an inspection to confirm construction is in accordance with the reviewed plans and the Building Code. Upon inspection, the Building Inspector will:
 - a. Provide inspection reports with deficiencies found during inspection.
 - b. Place an Order in accordance with the *Building Code Act*, when required.
 - c. Review minor on-site revisions due to construction difficulties.

Chief Building Official

- 1) The Role of the Chief Building Official is to coordinate and oversee the enforcement of the *Building Code Act*, Building Code, and Building By-law by establishing operation policies for the enforcement of the *Act*.