Application Requirements

Documents / Items Required at time of Application

1. Residential New House Drawing Requirement (Page 2 of this document)
2. Permit Fees – Cash, cheque, debit, and credit cards (up to $5,000.00)
   - Building Permit Fees (refer to Fees By-law)
3. Pre-Approvals
   - * Conditions of Site Plan signed off by: Fire, Engineering, Water, Planning, and Building (if applicable)
   - Executed Subdivision Agreement (if applicable)
   - Legal Description of lot fabric
   - Municipal Address (Development Services)
   * Executed Site Plan Agreement is required prior to issuance of a building permit
4. Other Forms
   - Building Permit Application (online APLI permit application)
   - Schedule 1 Designer Information Form or Stamped Drawings by Architect and/or Engineer
   - Ontario Building Code (OBC) Data Matrix (if applicable)
   - Proof of compliance with applicable law(s) – Applicable Law Checklist
   - Energy Efficiency Design Summary forms, signed by designers (for new buildings and additions)
   - Property Owner Consent Letter (if applicable)

Deposits and Payments Required prior to Permit Issuance

- Development Charges, Parkland Payment
- Outstanding Building Permit Fees

Applicable Law (if regulated)

External
- Conservation Authority (LSRCA or NVCA)
- Ministry of the Environment, Conservation and Parks (MOE)
- Ministry of Transportation (MTO)
- Ontario New Home Warranties Plan

Internal
- Zoning By-laws
- Planning Approval
- Heritage
- Clean Water Act

Other Municipal Approvals
Single Family Dwelling/Semi Detached/Townhouse
Building Permit Application Checklist

- ROWA – Right of Way Activities
- Business Licenses
- Site Alteration By-law compliance
- Tree Removal (Private Property) – Tree Preservation By-law
- Encroachment Agreement

Other Building Permit Submissions (if applicable)
- Demolition permit
- On-site sewage system (septic system)

Contact Information
Service Barrie 705-726-4242 or Service.Barrie@barrie.ca

Drawing Requirements
All drawings shall be: to scale, dimensioned, and provide sufficient information to describe the extent of proposed work.

Legend:  Y = Yes (provided)  N = No (outstanding/missing)  n/a = Not Applicable

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>n/a</th>
<th>Site Plans</th>
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</thead>
<tbody>
<tr>
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<td>Property lines, lot area, and statistics table</td>
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<td>Proposed building footprint with setbacks to property lines and distance to other proposed buildings</td>
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<td>Proposed firewall location (if applicable)</td>
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<td>Individual areas (width/height/length) of existing and proposed buildings on the property</td>
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<td>Location of Water and Sanitary Services (cleanout, pipe size and material)</td>
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<td>Proposed and existing grades/elevations, swales (including direction and slope)</td>
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<td>Location of any discharge outlets for sump pump</td>
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<td>Proposed underside of footing, top of foundation wall, high water table (if known), finished floor elevations</td>
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<td>First floor elevation and garage floor elevation</td>
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<td>Certification stamp of subdivision developer’s consultant engineer (new subdivisions only)</td>
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<thead>
<tr>
<th>Y</th>
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<th>Architectural Drawings</th>
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<tr>
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<td>Floor plans (rooms and spaces identified and dimensioned) – to be coordinated with structural drawings</td>
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<td>Roof and floor framing</td>
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<td>Building elevations and cross sections</td>
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<td>Construction notes and details (including SB-12 compliance path)</td>
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<td>Fire separations – party wall/firewall details (if applicable)</td>
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</table>
Single Family Dwelling/Semi Detached/Townhouse
Building Permit Application Checklist

- Sections/elevations
- Location and sizes of windows and doors
- Unprotected opening/limiting distance calculations
- Walk-out, look-out, balconies, deck details
- Stairs, landings, guards, and handrail information
- Smoke alarms and carbon monoxide detector location and information
- Attic and crawl space access
- Fireplace *(gas or wood burning)*
- Townhouses *(provide block foundation plans)*

### Structural Drawings

- Engineered stamped roof truss shop drawings including all bracing details
- Engineered stamped floor joist systems and beam details for other than uniformly distributed loads
- Detailed foundation wall and roof sections
- Engineered foundation wall detail (when foundation wall exceeds maximum height permitted by OBC)
- Engineered helical piles design and layout (if applicable)

### Mechanical Drawings

- Energy efficiency design summary
- Duct design and layout
- *Heat loss and heat gain calculations*
- *Heat loss and heat gain formula sheet*
- *Thermal load calculator*
- *Residential ventilation summary*
- *Air leakage calculator*
- Radiant in-floor heat design (if applicable)
- Hydraulic load calculations

*Must meet HRAI-CSA F280-12 or ASHRAE design standards*