Your guide to building DECKS
Safe, accessible, and sustainable buildings are critical to making Barrie a healthy city. Building permits and inspections help ensure our building standards are intact and the spaces we create to live, work, and connect in are safe, usable, and accessible to everyone.

The process outlined in this guide is for your protection. It follows the Ontario Building Code, the Building Code Act, Barrie’s Zoning By-law, and other applicable laws to ensure that you, your home, and the interests of your community are safe.

This guide is an outline of the typical deck construction process. It incorporates information you should consider when you are planning your project right up to project completion and permit close-out. This is not an exhaustive list of regulations. Each building permit application is reviewed individually and your home renovation process may adapt based on your specific situation. We have endeavoured to provide you with a helpful and informative guide so you can build with confidence knowing that you and your neighbours will be safe while enjoying your residence in the City of Barrie.
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The success of your project starts with proper planning. You should consider what it is that you want to build, how long it will take, your budget vs. project costs, and how to ensure quality by achieving a high end result.

This section is intended to get you thinking about the various components that could impact your project based on a typical deck project. Upon review of your proposal, other standards may apply.

For non-typical deck projects such as covered decks or decks with hot-tubs, please contact Service Barrie.

### Zoning

Decks are permitted in any yard but require minimum setback distance from property lines. Typical setback distance are:

- Minimum 0.6m from the side yard lot lines;
- Minimum 0.6m from the rear yard lot line; and,
- Minimum 3.0m from the front yard lot line.

If your property is a corner lot, there are other required setbacks. Please contact Service Barrie to verify if your proposed deck location adheres to the required setback distances.

Decks are permitted up to a height of 4m. Height is measured from finished grade to the tallest point.

### Lot Coverage

Property Zoning permits a maximum lot coverage for primary uses (i.e. dwelling unit) and any attached accessory structures (i.e. deck, balcony). Maximum lot coverage requirements in residential zones can be found in table 5.3 of the Zoning By-Law at [barrie.ca/ByLaws](http://barrie.ca/ByLaws).

### Attached Decks

If you are building a deck attached to your home, its' lot coverage is to be added to the coverage for the primary use and cannot exceed the permitted lot coverage for your property. For instance, if you have a maximum lot coverage of 35%, and your lot is 1,000m² with your home being 250m² you would calculate lot coverage by:

1. Determining the maximum lot coverage permitted:
   \[ 1,000 \text{m}^2 \times 35\% \times (\text{Permitted lot coverage}) = 350 \text{m}^2 \times (\text{Total Coverage Permitted}) \]

2. Subtracting existing structures on the property:
   \[ 350 \text{m}^2 - 250 \text{m}^2 = 100 \text{m}^2 \times (\text{Remaining Permitted Coverage}) \]

3. Subtracting the area of the proposed deck from remaining permitted coverage:
   \[ 100 \text{m}^2 - 100 \text{m}^2 = 0 \text{m}^2 \]

As long as this number is zero or above, you haven't exceeded your lot coverage.
Detached Decks

All detached accessory structures, such as decks and sheds, can be a maximum of 10% of the total lot area (combined). If you have a shed on your property, you need to include its total area as part of the 10%. For instance, if your lot is 1,000m², and your shed is 10m² you would calculate lot coverage by:

1. Determining the maximum lot coverage permitted:
   \[ 1,000\text{m}^2 \times 10\% = 100\text{m}^2 \] (Total Coverage Permitted)

2. Subtracting existing accessory structures on the property:
   \[ 100\text{m}^2 - 10\text{m}^2 = 90\text{m}^2 \] (Remaining Permitted Coverage)

3. Subtracting the area of the proposed deck from remaining permitted coverage:
   \[ 90\text{m}^2 - 80\text{m}^2 = 10\text{m}^2 \]

As long as this number is zero or above, you haven't exceeded your lot coverage.

Lot Area = 1000 sq.m
House = 250 sq.m
Deck = 100 sq.m
Shed = 50 sq.m
**Hire vs. DIY**

When considering whether to hire a professional or complete the project yourself, consider your own skills and abilities carefully:

- Do you have a copy of the Ontario Building Code?
- Do you know and understand the requirements of the Building Code?
- Do you know the requirements of the Zoning By-law?
- Are you capable of providing code compliant detailed drawings to scale?
  - Can you size structural elements?
  - Can you provide enough detail that anyone could construct the project?
  - Are you prepared to revise the drawings if required?
- Do you have knowledge of common construction practices?

Items that require design professionals:

- Are you installing a Hot Tub on the deck?
- Are you using Helical Piles?

If you choose to hire a professional, you should protect yourself by remaining involved in and aware of the whole process. This is for your own benefit. If your hired professional cannot produce a building permit there’s a chance one was never obtained. In these cases, you are liable for building without a permit.

When choosing your professional, it's always a good idea to inquire about:

- Previous projects
- Examples of work
- Years of experience
- List of references
- Qualifications
Hiring a professional can be of great value as they can reduce delays, minimize costs, and prevent unexpected complications.

**Note:** Building Services cannot provide any consultation or design advice during or outside of the permit process.

**Drawings**
All required drawings must be completed by the owner of the property, or provided by a design professional qualified in the appropriate category as regulated by the Building Code.

If you’re not comfortable with designing the deck on your own, you may wish to seek the services of a Design Professional. They have the experience and technical qualifications to ensure your project is done correctly. They also have the knowledge to provide alternative solutions, and design improvement opportunities.

**Permit Application**
As a homeowner, you can authorize a professional to manage your building permit. In order to do so, you must sign the Property Owner Consent Letter (found in ‘Home Renovations’ at [barrie.ca/building](http://barrie.ca/building)) and submit it together with your building permit application.

**Products**
Determining the products/materials you will use to construct your deck is a vital part of the design planning. This can affect your budget, overall design, and the amount of required documentation that is required at the time of application.

Typically decks are constructed using:
- Wood (SPF #1 or #2) posts, beams, joists and decking
- Concrete footings such as sonotubes with belled out bottoms
- Fasteners and Hangers

You could also use:
- Composite decking
- Engineered Guard Rail System (glass, aluminum, steel etc.)
- Engineered lumber
- Helical piles

Each of these alternatives require additional information and design consideration, and may require a professional designer such as an Engineer. For example, Composite Decking requires CCMC Report and a Minister’s Ruling submitted for application. These documents regulate how the composite deck must be installed which can affect the deck design. The installation of helical piles will need to be done under the direction of a professional engineer.
Budget

There are many factors to consider when planning your budget. Common fees associated with the construction of a deck include:

- Designer fees (if you are not submitting your own design)
- Building permit fees
- Conservation Authority permit fees (if applicable)
- Right of Way Activity permit fees (if applicable)
- Contractor fees
- Equipment rentals
- Material costs including concrete, lumber, fasteners, brackets, composite decking, pre-engineered guards, stains and paints etc.

It's not uncommon for homeowners to encounter unexpected expenses during construction. It's recommended to have a reserve fund for these cases. Always get a second opinion or quote to ensure you've budgeted correctly.

Hiring a professional can result in an additional upfront expense, however, it can help to deliver your project at a lower cost.

Timeframe

Varying factors can impact how long it may take until your deck is complete and safe to enjoy:

- Obtaining all applicable permits
- Gathering materials
- Construction time (generally constructed within 2-3 weeks) including:
  - Workmanship
  - Complexity of the deck
  - Passing of inspections
  - Weather
  - Contractor’s schedule

Required Building Permits

A building permit promotes life safety and provides legal permission to construct, demolish, or renovate on a property. Failure to obtain a building permit can result in delays to your project, legal action, and/or the removal of work already completed. Building without a permit can be very costly to a homeowner; practice due diligence and ensure that you obtain a building permit when required.

A permit is required for a deck if any one of the following factors apply:

- Greater than 10m² in area;
- Attached to a building (regardless of area); or,
- Serving an entrance (regardless of area).
Call Before You Dig

Always contact Ontario One Call before you dig, even if it's just with a shovel, to locate any underground cables or lines below the surface. The FREE service is available 24/7.

- What's buried underground:
  - Natural gas pipelines
  - Electrical services
  - Telephone lines
  - Cablevision cables
  - Water pipes
  - Sewer connections

- What you can't see CAN cause a lot of damage:
  - Damaged hydro and gas lines create safety hazard to you and to others
  - Repairing damaged underground services can be costly; you could face legal action as a result
  - Digging in the wrong spot could result in a loss of service to you or to your entire neighbourhood

Applicable Law

The Building Code Act prohibits the issuance of a building permit if the proposed construction contravenes an applicable law as defined by the Building Code. Use the Applicable Law Checklist (in ‘Residential Permits’ at barrie.ca/building) to determine if an applicable law applies to your project.

These approvals are not administered by Building Services. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to application. Building Services is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Conservation Authority Permits

Your property may be regulated by a conservation authority. Contact the following to see if your property is regulated:

- Lake Simcoe Regional Conservation Authority - www.lsrca.on.ca
- Nottawasaga Valley Conservation Authority - www.nvca.on.ca

Zoning Approval

Zoning Approval under the Planning Act must be obtained before a permit can be issued. When you apply for a building permit Planning Services will review the application for approval.
Applicable Law Declaration
You will be required to sign a declaration on the Applicable Law Checklist stating that you have considered the list of applicable laws that might apply to your project, and that:

a) None apply to your project;
   b) Applicable laws do apply and you are submitting approval documents with your application; or
   c) Applicable laws apply to your project and the approvals will follow.

Timeframe
No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to Building Services.

Other Permits you may require

Right of Way Activity Permit
If you’re installing a pool or hot tub and will be crossing City property (i.e. parks, boulevard and/or sidewalk) with construction vehicles, a Right of Way Activity (ROWA) Permit will be required.

Applications for ROWA permits can be made Monday-Friday (8:30-4:30 p.m.) to:

R.A. Operations Centre
165 Ferndale Drive North

The applicant is required to pay a fee for the issuance of a ROWA permit. Call Service Barrie for more information.

Plans & Drawings:

All drawings should be scaled and legible.

Deck Plan View
Plan view of drawings showing:

• Deck dimensions;
• Beam size and location;
• Footing size and location;
• Post size and location;
• Joist size, spacing and direction;
• Stair location;
• Guard locations; and,
• If proposing covered deck, provide roof framing plan.

Cross Section
Cross section/elevation drawing showing:

• Deck height (ground to top of decking showing maximum height);
• Beam to post connection type;
• Connection to existing structure (connections to brick veneer are not permitted);
• Footing/foundation size and depth (piers are generally provided);
• Guard/railing type;
• Type of decking; and,
• If proposing covered deck, provide cross section detail on framing and attachment.
Site Plan

Site Plan drawing showing:

- Property lines and dimensions;
- Provide exterior dwelling dimensions;
- Location of deck (including stairs) identified with dimensions; and,
- Setbacks from property lines to the deck and stairs.

Document Production

Certain documents are required to be produced by designated professionals. The production of these documents may also require the submission of supplemental information (such as reports). The applicant is responsible for submitting documents and corresponding reports from qualified parties. The chart below outlines the requirements:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Qualifications</th>
<th>Required Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Owner</td>
<td>Designer</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cross Section</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Optional Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helical Piles</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Composite Decking</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Glass/Metal Guards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✓ = Permitted to provide
Application Checklist

DOCUMENTATION

The application requires A and B to be completed in full and supporting documents C, D, and E if they apply:

<table>
<thead>
<tr>
<th>Submitted:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SITE PLAN Provide 2 copies of your Site Plan

Your Site Plan requires the following information to be identified:

<table>
<thead>
<tr>
<th>Submitted:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reference – Comprehensive By-Law 2009-141 Section 5 for Height, Setback, and Coverage.
Site Plan

See page 2 for drawing specifications:

NOTE: ANY WORK OUTSIDE PROPERTY LINE REQUIRES A RIGHT OF WAY ACTIVITY PERMIT. CONTACT OPERATIONS CENTRE 705-739-4210.
CROSS SECTION Provide 2 copies of a Cross Section

The cross section requires the following construction items:

<table>
<thead>
<tr>
<th>Submitted:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide the concrete pier depth from grade to bearing soil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Note** - the pier must extend minimum of 6” above grade| | |
|Provide the concrete pier diameter| | |
|Provide the concrete pier base diameter| | |
**Note** - piers spacing exceeding 9’-10” require increased pier and base sizes. See Note 2 below. | | |
**Note** - construction other than concrete piers, see Note 1 below. | | |
|Provide the post size, beam to post, and post to pier connections| | |
|Provide the space between bottom guard rail to finished deck floor| | |
|Provide the height of lowest finished grade to finished deck floor| | |
|Provide the height of guard from finished floor to top rail| | |
|Provide the spacing of guard and maximum opening size| | |
|Provide the guard construction/installation details per OBC SB-7. See Note 3 below.| | |

**Note 1:** If helical piles are used, provide 2 copies of the stamped engineer’s design which requires a soil analysis, a product specific CCMC Report and Minister’s Ruling for the conditions of use for the specified product.

**Note 2:** If an Engineered Guard / Railing System is used, provide 2 copies stamped by the manufacturers engineer and the applicable CCMC Report/Minister’s Ruling.

**Note 3:** Attachment of ledger board through brick veneer is not permitted.

**General Note:** For guidance on structural and/or other items, the Ontario Building Code is available online at the Ontario’s Ministry of Municipal Affairs website.

DECK PLAN VIEW Provide 2 copies of a Deck Plan View

Your plan view requires the following construction details:

<table>
<thead>
<tr>
<th>Submitted:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide length and width of deck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide distance between concrete piers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide cantilever length for floor joists and support beams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide span of floor joist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide size and type of decking (provide CCMC Report for composite decking)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide dimensional size of joists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide centre to centre spacing of joists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide size and number of members of built up beam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All items above must be included in order for your application to qualify for the FAST TRACK permit process. Failure to provide any of the above documentation will result in an incomplete application.

Drawings are to be legible and easily interpreted. (Minimum drawing size accepted is 8 ½” x 11” with an appropriate scale.)
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beam</td>
<td>Horizontal member consisting of two or more pieces (i.e. 2x8&quot;, 2x10&quot;) that span from pier to pier and support floor joists.</td>
</tr>
<tr>
<td>BMEC</td>
<td>The Building Materials Evaluation Commission (BMEC) is a regulatory agency authorized under the Building Code Act, 1992 (BCA). It has a mandate to conduct or authorize the examination of materials, systems, and building designs for construction.</td>
</tr>
<tr>
<td>Cantilever</td>
<td>Any structural member projecting past a support. Beams and joists can be cantilevered.</td>
</tr>
<tr>
<td>CCMC</td>
<td>The Canadian Construction Materials Centre, which operates under the National Research Council of Canada, offers a national evaluation service for all types of innovative building construction.</td>
</tr>
<tr>
<td>Lake Simcoe</td>
<td></td>
</tr>
<tr>
<td>Regional Conservation Authority</td>
<td></td>
</tr>
<tr>
<td>Lake Simcoe Regional Conservation Authority</td>
<td>Conservation Authority – Watershed Restrictions – Approvals are required where your limits touch the property.</td>
</tr>
<tr>
<td>Nottawasaga Valley Conservation Authority</td>
<td></td>
</tr>
<tr>
<td>Guards and Railing</td>
<td>Guards are protective barriers to prevent accidental falls from one level to another. They have specific connections which are detailed in Ontario's Building Code in the Supplementary Section titled SB-7. Guards are not required if the deck is less than 23 5/8&quot; from grade to deck surface.</td>
</tr>
<tr>
<td>Helical Piles</td>
<td>An alternative foundation system having augers 10 to 16&quot; in diameter which screw into the ground to provide resistance to loads (minimum of 4').</td>
</tr>
<tr>
<td>Joists</td>
<td>Horizontal framing members (minimum of 2x6&quot; up to 2x12&quot;) that support the floor and rest on beams and ledger boards.</td>
</tr>
<tr>
<td>Minister's Ruling</td>
<td>Is a ruling by a Minister which allows building materials, systems, or designs that are approved by the National Research Council's Canadian Construction Materials Centre or Building Materials Evaluation Committee.</td>
</tr>
<tr>
<td>Pier Footing</td>
<td>Pier footings are also known as Sono Tubes. Concrete is poured into the tube to a minimum depth of 4' below grade to provide frost protection. Often a “belled” out bottom is provided to give extra support which is the “Pier Base” noted as “C” on the cross section. The minimum depth of the belled portion must be the same as the offset.</td>
</tr>
<tr>
<td>Pier to Post Connection</td>
<td>Connects the post to the beams to the post to the pier. Typically called a saddle and has a leg that anchors into the concrete pier.</td>
</tr>
<tr>
<td>Post to Beam Connection</td>
<td>Connects the beam to the post and can be a metal bracket or wood scabs nailed to both the beam and post.</td>
</tr>
</tbody>
</table>
Fees

Building Permit fees are collected to cover Building Service’s operational costs as required by the Ontario Building Code. For the most up-to-date fees please see schedule “K” of the ‘Fees By-law’ at barrie.ca/ByLaws.

May 1, 2019, fees:

a. Typical Decks:
   Decks, deck extensions = $327.70
   Zoning = $73.00

b. Typical Deck Combined with Pool/Hot-tub:
   Building Permit Fee $402.70
   Zoning Fee $101.58

Roles & Responsibilities:

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; and,
- Ultimately: it’s the law.

You can contribute to the success of your project by understanding the various roles in the building permit process.
All Stakeholders involved in Building Construction & Demolition

(1) Every person who causes a building to be constructed or demolished must ensure that:
   a. 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 Services Department (i.e. Approved Drawings, Placard, etc.) and;
   b. That no construction commences without an issued building permit.
   c. Where required, ensure that construction or demolition is carried out by a qualified professional with the appropriate insurance as per the Building Code Act.

Applicant

(1) The Role of the Applicant is to ensure that a complete application is submitted to the Building Services Department.
   a. In accordance with the Building Code Act, Building Code, and Building By-Laws:
      i. Drawings are required to be drawn to scale.
      ii. Drawings require enough detail to perform both plan review and inspections, once approved.

(2) The Applicant is the principle contact for the project and is responsible for all communication between the Building Services 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 approved by the Building Services 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 of 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 Services 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 approved 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 required under the Act has been issued by the Chief Building Official.

(2) The Builder/Contractor will:
   a. Construct in accordance with the approved drawings
   b. Use appropriate building techniques to achieve compliance
   c. To notify the Designer and Building Inspector any changes are required to be made from the approved plans
Building Services
(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, Ontario 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 approved 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. Approve 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.
We’ve made it easier and faster to get a residential building permit. Through APLI you can apply for your permit online, 24/7. No trip to City Hall is needed. Here’s what you do:

**Create an Account**
- Set up your profile
- Confirm your account
- Log-in

**Apply Online**
- If you don’t have everything you need upfront, you can still begin the application process. Our SAVE & RESUME feature allows you to save your work and return to it at your convenience.
- You can refer to our ‘How-to’ guide in ‘Residential Permits’ at barrie.ca/building.

**Uploading documents**
- All documents submitted shall comply with the Building By-law requirements found at barrie.ca/ByLaws.
- Building Services will only accept certain file types when receiving digital submissions. Please see the Electronic Document Submission Standards in ‘Residential Permits’ at barrie.ca/building.

**Review your submission**
- You will have a chance to review your entire application prior to submission.

**Pay fees**
- APLI allows for online payments for building permit applications up to a maximum of $5,000.

Visit [barrie.ca/APLI](http://barrie.ca/APLI) and get started today!
Put Your Application on the **Fast Track**!

The *Fast Track* option is available for small residential projects, including decks. In order to qualify, you must meet all of the requirements as outlined in the Application Checklist. APLI allows you to upload the completed checklist to your building permit application; this makes it clear that you’re applying for *Fast Track* consideration.

**Permit Application Review Process:**

**Plans Examination**

1. Applications for a deck permit shall be submitted by the owner or authorized agent to the City of Barrie.

2. Once the application has been submitted with correct documentation, it will be reviewed to determine if complete and will be either accepted, denied or deemed missing information.
   
   a. Notification will be provided to the applicant.
   
   b. Notification will be provided if any other agency approvals are required to be submitted.

3. Once the application has been accepted it will be distributed to various city staff for compliance review including:
   
   a. Planning Department for Zoning Approval
   

4. The applicant will be notified of any deficiency found during the review process.

5. Your permit will be issued when the application has been reviewed and found to be in compliance with all regulatory requirements.

6. The applicant will be notified of the permit issuance and advised to log into APLI to print off a copy of the approved permit documents.
Communication with Building Services

During the plan examination process, the permit applicant will be notified of any other information or agency approvals required to be submitted with the application. Applicants receive notifications from APLI throughout various stages of the permit process. You can check the status of your permit application at any time through the APLI portal.

If your application is denied:

- Incomplete Application: A building permit application will be deemed incomplete if it does not adhere to the Application Checklist. Missing items such as drawings or documents and incomplete answers are examples of an incomplete application.

  A Notice of Refusal will be provided stating the reasons for being deemed incomplete and your application will not be processed until the missing information or fees owing are provided. Incomplete applications are not subject to ministry timelines.

- Outright: A building permit application will be denied if:
  - The application does not contain sufficient information to conduct a review
  - The application does not comply with applicable law or the Ontario Building Code requirements

  If denied, your application will be cancelled and a refund will be issued in accordance with the Building By-law.

Building Permit Refunds

If your building permit application has been denied or if you wish to cancel your application, you will be issued a refund. All refunds are issued in accordance with the City of Barrie’s Building By-law 2013-070:

- 80% of the permit fee is to be refunded if only administrative functions have been performed
- 45% of the permit fee is to be refunded if administrative and plan examination functions have been carried out
- 35% of the permit fee is to be refunded if the permit has been issued and no field inspections have been performed
- 5% of the permit fee shall additionally be deducted for each field inspection that has occurred
- No refund shall be provided if the total of the refund is less than $50.00

Note: an inspection of the property may be required depending on the permit stage.
Building Services

The City’s Building Services ensures that the buildings we work, live and play in are safe. This site contains information on applying for a building permit, required standards and inspections, and guides for completing common home renovation projects.

Put your application on the Fast Track! Get started on your projects quickly and easily with the Fast Track programs for small residential, second suite and commercial building permit applications.

Who to Contact
Service Barrie
70 Coller Street, 1st Floor
Phone: (705) 726-4242
Fax: (705) 739-4240
ServiceBarrie@barrie.ca

[Images of Building Inspections, Residential Permits, Industrial Permits, Demolition Permits, Building Standards, Home Renovations, Reports & Statistics, News & Announcements, Permit Record Search]
Project Site Requirements

Permit Placard
Print your permit placard and post it in a conspicuous location at the project site.

Drawings & Documents
A scalable and legible hard copy of the approved permit drawings and supporting documentation are required to be available on-site for use by the Inspector during your building permit inspections.

Inspections
Mandatory inspections are required at certain stages of construction or demolition as regulated under the Ontario Building Code and Building By-law in order to confirm that building standards are being met. The Inspector will record observations and provide an Inspection Report which will detail the findings of the inspection.

Building inspections will be conducted within two business days in accordance with Division C, Sentence 1.3.5.3.(1) of the Ontario Building Code. The time period to conduct the inspection starts on the business day after the request was made, excluding weekends and statutory holidays.

How to Schedule
Once your building permit has been issued, you can log on to APLI and schedule your inspection.

You must provide the contact information for the person who will be on-site during the inspection. There is an option to do this in APLI.

If you need to reschedule or cancel a booked inspection, please do so as soon as possible in order to avoid a re-inspection fee.

Upon booking your inspection, the Inspector will contact the identified on-site person the morning following the request to provide the tentative date and time of inspection.
Note: sometimes inspection times need to change. If this occurs, the requestor will be contacted as soon as possible.

Required Inspections
- Footings (prior to pouring);
- Framing (prior to covering); and
- Final.

It is the property owner’s responsibility to ensure all inspections are carried out.

On-site Safe Inspection Requirements
- Someone must be present on-site to meet the inspector
- Ensure all work remains exposed until inspected and approved
- Printed approved building plans and drawings must be available on-site for the Inspector to review
- Provide suitable and safe on-site access for an efficient inspection (providing stairs and ramps with handrails, no ladders, etc.)

Your Inspection
Building inspectors will perform the required inspections to review the project for compliance with the approved building permit documents and the Ontario Building Code.

You will receive an inspection report by email once your inspector has completed and documented their inspection.

If permit drawings are not available on-site for the inspector to review, your inspection will fail.

Passing an Inspection
You are ready to move on to the next stage of construction. In the case of a final inspection, you will move on to permit close-out.

Failing an Inspection
If you receive a fail on your Inspection Report, you will be required to rectify the deficiencies listed and schedule a follow-up inspection.

If permit drawings are not available on-site for the Inspector to review, your inspection will fail.

Any proposed changes to the approved permit drawings or documents must be approved by Building Services prior to calling for an additional inspection. You can submit revised drawings and documents through APLI. Once uploaded, the Inspector will be notified to review your submission. This is to ensure your proposed revisions are approved before proceeding with any construction changes. Changes may require an additional review and are not subject to timelines prescribed by the Ontario Building Code.

A re-inspection fee will apply if more than two failed inspections have been previously conducted.
Construction Tips
It is important to keep nearby residents informed of your building plans and ensure your construction site is kept safe for both you, your neighbors and construction workers.

• Protect your neighbor property, trees and plants. Make sure construction operations do not impact you neighbors landscaping;
• Put protective boarding or temporary fences around trees and shrubs;
• If using portable toilets, place away from neighbors homes and out of sight if possible;
• Do not litter on your neighbour’s property
• Respect your neighbour’s parking needs and don’t block their driveway
• Do not burn construction waste
• Do not leave any potentially dangerous building materials, equipment or vehicles unattended — secure to prevent injuries
• Insist that your workers wear and use proper safety equipment, such as approved hard hats and protective equipment

Permit Close-out Procedure
Upon passing the final inspection, you will receive an email containing your Inspection Report. The Inspector will proceed to close your building permit file. You will also receive a notification on APLI advising that your permit has been closed.
# Deck Checklist

Below is a high-level checklist of the main items you will need to complete in order to build a deck:

<table>
<thead>
<tr>
<th>PLAN IT</th>
<th>APPLY ONLINE</th>
<th>COMPLETE IT</th>
</tr>
</thead>
</table>
| □ Do you have the required approvals? (all items below must be completed)  
  □ My proposed deck fits within the zoning guidelines of my property  
    • Decks are permitted in any yard with a minimum setback distance from property lines. Typical distances are: 0.6m (min) from side yard and year yard lot lines, 3m (min) from front yard lot line. Corner properties require other setbacks. Contact Service Barrie  
    • Decks are permitted up to a height of 4m which is measured from finished grade to the tallest point  
    • Attached decks are included in the overall lot coverage for the principle use while unattached decks are included in the detached accessory structure lot coverage  
  □ My property is not regulated by any conservation authorities OR I have obtained Conservation Authority Approval  
    • These authorities govern construction within environmentally protected areas. Contact Lake Simcoe Conservation Authority and/or Nottawasaga Valley Conservation Authority  
  □ I will not be crossing City property (i.e. sidewalk) with construction vehicles OR I have a Right of Way Activity permit to cross City property with construction vehicles | □ Are your deck drawings scaled, legible and complete? (one item below must be completed)  
  □ I will create my own drawings  
    • Must include floor plans, cross section/elevation, and site plan  
    • Some projects, such as a hot tub installed on a deck or using helical piles, require the services of a design professional  
  □ I will hire a design professional to create drawings  
    • A design professional helps to ensure your project complies with the Ontario Building Code | □ Do you need a building permit? (one item below must be completed)  
  □ Yes, my proposed deck is greater than 10 m² in area, attached to a building (regardless of area), or serves an entrance (regardless of area) |
| □ Can you apply online? (all items below must be completed)  
  □ Yes, anyone can apply online by visiting barrie.ca/APLI to create an account and follow the steps | □ Have you paid all fees associated with building your deck? (check all applicable items)  
  □ Building permit fees  
  □ Zoning fees | □ Has your permit been issued? (all items below must be completed)  
  □ Yes, you can start construction |
| □ Have you scheduled your required inspections? (all items below must be completed)  
  □ Footings (prior to pouring)  
  □ Framing (prior to covering)  
  □ Final |
Phone: 705-726-4242
       Monday–Friday, 8 a.m.–5 p.m.

Counter: City Hall (1st Floor), 70 Collier Street
          P.O. Box 400, Barrie, ON, L4M 4T5
          Monday–Friday, 8:30 a.m.–4:30 p.m.

Email: ServiceBarrie@barrie.ca