

Building Services Disaster Recovery Guide



We understand how devastating this experience can be, we are here to help. Our guide will assist you through the recovery process, related to the reconstruction of your building.

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Building Services Department - Emergency Response Process

Initial Investigation

The City of Barrie Building Services team will be on site conducting inspections to determine the extent of the damage to all affected buildings and structures. It may take several days to inspect all affected buildings, depending on the scope of damage and when access is granted to the affected properties.

Once a Building Inspector has completed their investigation and depending on the scope of the damage observed, you will receive one of the following:

Notice of Inspection (Green Card)

- A **Green Card** will be posted on site to visually indicate that the property has been inspected and the extent of the damage observed.
- A **Notice of Inspection** will be issued and sent to the property owner by registered mail where minor or no damage was observed and where the structure **appears safe to occupy**.
 - The Notice will contain site observations and building permit requirements (i.e., if a permit is required to repair/reconstruct any damage that was sustained by the structure).

Order to Comply (Yellow Card)

- A **Yellow Card** will be posted on site to visually indicate the property has been inspected and the extent of the damage observed.
- An **Order to Comply** will be issued and sent by registered mail where an Inspector has observed moderate damage or localized severe damage to the building, but the building **appears safe to occupy**.
 - Note: there may be a restriction placed on the order that prevents you from accessing a portion of the structure or building (i.e., do not use back deck).
 - A professional engineer may be required evaluate the building and provide a report.
 - If an Order to Comply is issued **a building permit may be required** to repair/reconstruct any damage that was sustained by the structure.

Unsafe Order (Red Card)

- A **Red Card** will be posted on site to visually indicate the property has been inspected and the extent of the damage observed.
- An **Unsafe Order** will be issued and sent by registered mail where an Inspector has observed extensive damage, or the **building appears unsafe to occupy**.

- A professional engineer will be required to evaluate the building and provide a report to determine the full extent of the damage and whether the building is safe to occupy.
- If an Unsafe Order is issued, **a building permit will be required** to repair/reconstruct any damage that was sustained by the structure.

Temporary Construction

Temporary measures to protect a structure from the elements (e.g. tarps, plywood, etc.) may be installed prior to the issuance of a building permit, to protect the structure from degrading.

Any temporary construction regarding structural stability shall be done under the guidance and direction of a professional engineer. A report from the structural engineer must be provided to the Building Services Department for any temporary construction required for structural stability.

Where, in the opinion of Building Services staff, a site presents a hazard to the public, you may be required to erect and maintain temporary construction fencing to restrict access to the site to authorized persons only.

Building Permits

Once you have consulted with your insurance company and are ready to apply for a building permit to repair/reconstruct the damage sustained to your building, you can apply for a permit through [APLI](#) (the City's online application tool for applications, permits, licences, and inspections).

What is required?

The building permit application will be filled out electronically through APLI; however, before starting the online application, you will require the following:

Required

- [Schedule 1 Designer Form](#) or Stamped and Signed Drawings by Engineer or Architect
- [Applicable Law Checklist](#)
- [Property Owner Consent Letter](#) (if required)
- Drawings, Details and Specifications (Architectural/Structural/Mechanical, etc.)
- Site Plan

Required for certain projects

- Energy Efficiency Design Summary (EEDS)
- Engineers Report (Required when Order to Comply or Unsafe Order Issued)
- Drawings (Mechanical) – If replacing HVAC System or substantial installation.

Building Permit Application Fees

There is a minimal, non-refundable application pre-screening fee required to be paid at the time of application. Additional fees will be calculated and invoiced upon submission.

Permit Review Process

Once the application has been received and payment has been made, technical drawings will be reviewed to confirm compliance with the Ontario Building Code. There may be questions asked during the review process which the applicant, designer, and/or engineer will have to address. Once compliance has been determined, a building permit will be issued.

When can I start construction?

When a building permit is required, construction cannot commence until the permit has been issued.

Building Permit Inspections

When your permit is issued, you will receive a package that includes a document called the "Required Notification for Inspection" which indicates what inspections are required and when to request them. Building permit inspections will be required throughout the repair/reconstruction of the building. All required inspections must be passed by Building Services to close the building permit record.

Other Considerations

Contact Your Insurance Company

- Contact your insurance company as soon as possible to inform them of the damage. Most policies have a time limit for filing claims after a loss occurs.
- Be ready to provide basic information, such as your policy number, a description of the damage, and the date of the incident.
- Keep a dedicated folder or file (physical or digital) for all correspondence, forms, receipts, and photos related to your claim.
- Stay in regular contact with your insurer to monitor the progress of your claim.

Conclusion

Recovery doesn't happen overnight; it will take time and perseverance. We encourage you to stay informed, connect with your neighbours, and utilize local resources as you navigate through the recovery process.

The Building Services Department is committed to supporting residents and businesses in the reconstruction of buildings; your safety is our priority. Together, we can face challenges head-on and take steps to creating a safe, accessible, and resilient City.

Contact Us

Service Barrie Phone: (705) 726-4242 or Email: Service.Barrie@barrie.ca