

Conditional Building Permits

Building Services Information Sheet

Rev'd: July 29, 2026

This Information Sheet outlines the process for requesting a conditional building permit (CBP).

Building Code Requirements:

Section 8 (3) of the **Building Code Act** lists the conditions under which a Conditional Building Permit (CBP) can be issued. The intent of CBPs is to allow construction to begin earlier than it might otherwise be, where unreasonable delays would occur if the permit were not issued. CBPs are not intended to be applied where the applicant has not met their obligations/responsibilities with respect to the development application process. A CBP is a permit of privilege and not a permit of right and there are many issues which can affect a Chief Building Official's decision to issue a CBP. CBPs are limited to large scale projects where there is a significant benefit and little risk to allowing construction to start.

A CBP will not be considered for Part 9 Group C (Residential) buildings.

CBPs include conditions which must be met within a specified time frame. The condition(s) are usually related to an approval that would otherwise be required with the issuance of a non-conditional (full) building permit. CBPs require that a CBP agreement be entered into to specify the conditions of the permit among other things. Securities in the form of cash, certified cheque, or irrevocable, automatic renewal letter of credit are to be provided to ensure the obligations of the agreement are met.

Amount for securities to be provided are as follows:

- Shoring: \$200,000.00
- Foundation up to grade and site services: \$300,000.00
- Requests for a CBP for other construction may be considered. Additional securities will be required and determined by the CBO, minimum \$100,000.00.



While the list of applicable law that is required prior to issuance of a CBP is shorter than that required for other permits, there are still significant milestones which must be met. These include compliance with zoning and interim control by-laws, the Conservation Authorities Act, The Ontario Heritage Act and parts of the Environmental Assessment Act. Refer to Div. C 1.3.1.5 of the Building Code for more information.

Note: projects not subject to site plan approval rarely benefit from the issuance of a CBP.

A full building permit will not be issued until all requirements set out in the CBP agreement and all applicable laws have been complied with including, but not limited to, the execution of a site plan control agreement is applicable and payment of all applicable or outstanding fees/charges.

City of Barrie - CBP Process:

Important Note: If any construction with respect to the project has been initiated without the benefit of a building permit, a CBP will not be considered.

- A request letter signed by the owner or authorized agent on official company letterhead, is to be forwarded to the Chief Building Official. The letter is to include:
 - Name of the owner and contact information including email address.
 - Name of the authorized agent and contact information including email address.
 - Legal name of the business to which the CBP will be applied.
 - Details of requested subject construction to be included in the CBP.
 - Explanation of why/what unreasonable delays in the construction would occur if a Conditional Building Permit was not issued.
 - The requested length of time for the CBP.
- Details of proposed development timeline; Gantt chart or similar format to be provided.
- Prior to considering of a request for a CBP, the proponent must demonstrate that they are sufficiently advanced in the development process such that all major approvals have been signed off and there is no possibility of any further geometric changes to the building or site. City of Barrie staff will consult with affected internal departments to confirm this in determining if a CBP request will be permitted.
- The proposed construction must comply with zoning including the provision of services to the site.



- To request a CBP, a separate non-refundable fee is due upon request. This fee must be paid prior to the commencement of processing of the CBP request and review.
- A CBP request must be accompanied by an application for the entire building with a complete set of drawings, notwithstanding that the CBP may only be for a smaller scope of the entire permit.
- All building permit application fee(s) are to be paid in full prior to issuance of a CBP for shoring, foundations, site services and/or above grade construction.
- Where applicable and as instructed by City of Barrie Financial Services, payment of DC's or an executed agreement may be required for the project prior to issuance of a CBP. Approval from Financial Services will be required.
- Prior to issuance of any CBP, information regarding the request will be circulated to City of Barrie senior staff members for their review and to ensure there are no objections to issuance of the permit.
- Breach of any of the conditions of the CBP will result in revocation of the CBP and forfeiture of the securities and any additional fees and surcharges associated with the agreement.
- The owner must enter into a CBP agreement with the City of Barrie.
- Prior to execution of the Agreement, a certificate of insurance shall be provided in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence adding the City as an additional insured. The policy of insurance evidenced by the certificate shall indemnify the City without limitation against, and hold the City harmless from any and all liability for actions, causes of actions, suits, proceedings or damages whatsoever. The liability insurance shall remain in full force and effect throughout the term of this Agreement.
- Upon issuance of a full building permit for the proposed development, the CBP will be terminated, and the owner shall be entitled to a return of securities in accordance with the CBP agreement.

Other Agreements

- If tie-backs and/or crane swing or any other construction will encroach on City of Barrie property, the owner must enter into an encroachment and/or crane swing agreement as applicable prior to issuance of the CBP.

