

How-to Guide

Managing Permit Contacts



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How-to Guide Managing Project Contacts

The Permit Applicant

- The applicant is the principal contact for the project and is solely responsible for the distribution of information to project stakeholders.

Managing Permit Contacts

- Only the applicant, authorized agent, and/or property owner can request changes to project contacts on building permit records.

→ **Change requests must be submitted in writing to Service Barrie.**

- Builders should refer to the 'Builders How-to Guide' for Managing Project Contacts and Subdivision Projects in APLI.

Change of Permit Applicant

- Submit a 'Building Permit Transfer Form C - Change of Applicant' form, signed by the property owner and/or authorized agent.

Change of Property Owner

- Read the 'Change of Ownership of a Permit' document for more information.

APLI Permit Records

- There are two ways an applicant, authorized agent, or property owner can add a contact to a permit:

#1. Adding a contact to the permit (no online permissions)

If a project contact is added to a permit record but the contact does not have an APLI account, they will not have online access to the permit through APLI.

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#2. Linking a contact to the permit (allowing online APLI access)

A project contact who has an APLI account can be added and linked to a permit record in APLI. Linked contacts can perform functions such as: viewing the processing status of the application, paying fees, and downloading and uploading documents.

APLI System-Generated Emails

- There are four types of permit contacts that receive automatic system-generated emails: the **applicant, site superintendent, prime consultant, and agent**.
- A permit contact must be identified using one of these contact types to receive system-generated emails from APLI.
- If you are adding or linking a contact to your record and you would like that contact to receive automatic system-generated emails, advise Service Barrie when making your change request.

Who to Contact

- There are two options for requesting changes to building permit contacts:
 - Email: ServiceBarrie@barrie.ca
 - In person: Service Barrie, 1st Floor, City Hall, 70 Collier Street, Mon-Fri 8:30am-4:30pm). Note: requests must be submitted in writing.

Additional Resources

- Visit the Resources section in [APLI](#) called “How Do I?” to access helpful tutorial videos and information on managing contacts in APLI.