Service Barrie – City Hall
70 Collier Street, 1st Floor, PO Box 400 Barrie, Ontario, L4M 4T5
Phone: (705) 726-4242, ServiceBarrie@barrie.ca

Change of Ownership of a Permit

As per Section 14 and Section 15 of the Building By-law 2026-066: A building application/permit belongs to whoever owns the property when the building permit application is applied for initially. If a property changes ownership the application or issued permit may be transferred to the new owner provided the design was not performed by the previous owner.

How to Transfer an Application or Issued Permit

1) Agreement of Purchase & Sale (permit NOT included)

When not included as part of the terms of the Agreement of Purchase & Sale (the contract between a seller and buyer for the purchase and sale of a particular property), submit the following to Service Barrie:

- **Building Permit Transfer Form A**: a written statement from the new Owner of their agreement to comply with all regulations and requirements as identified on the permit drawings, the *Act*, the Building Code, and other *Applicable Laws*. Indicate the permit applicant; if you are designating a new Applicant, a Change of Applicant (Form C) is required.
- **Building Permit Transfer Form B**: is a written statement from the professional designer of the drawings and documents associated with the issued permit giving permission for the new Owner to use the copyright design.
- Payment of the permit transfer fee as per City of Barrie Fees By-law.
- A copy of the registered Transfer of title (confirming change of ownership).

2) Agreement of Purchase & Sale (permit included)

When the building permit is included in the Agreement of Purchase & Sale (the contract between a seller and buyer for the purchase and sale of a particular property), submit the following to Service Barrie:

- **Building Permit Transfer Form A:** a written statement from the new Owner
- Copy of the Agreement of Purchase & Sale
- Copy of registered Transfer of title (confirming change of ownership)
- Payment of the permit transfer fee as per City of Barrie Fees By-law

3) New Permit is required

If neither of the above actions occur or if the design was done by the previous owner, the new Owner of the property is responsible for applying for a separate building permit. Apply online through APLI.

APLI portal access: as the new Owner, there is opportunity to gain online access to the permit. An APLI account is required prior to submitting the notice of change of ownership.

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Building Permit Transfer Form A - New Property Owner - Written Statement

I,				
Property Owner (first name, last name)				
Company Name (if applicable)				
of,				
Street Address	Unit #	City or Town	Province	Postal Code
Telephone		Email		

agree to comply with all regulations and requirements as identified on the *permit documents*, the *Act*, the Building Code, and other *Applicable Laws* (as per Transfer of Building Permit Application Section 14 or Transfer of an Issued Building Permit Section 15 of the Building By-law 2026-066).

The permit Applicant will be:

☐ **Property Owner**

☐ **Existing Applicant on Record**

☐ **New Applicant**
Change of Applicant (Form C) must be submitted together with this form.

Signature (I have the authority to bind the corporation, where applicable)	Date

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

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Building Permit Transfer Form B - Designer - Written Statement

I, (first name, last name)				
Company Name (if applicable)			BCIN (if applicable)	
of,				
Street Address	Unit #	City or Town	Province	Postal Code
Telephone		Email		

hereby give permission for

Property Owner (first name, last name)				
Company Name (if applicable)				
of,				
Street Address	Unit #	City or Town	Province	Postal Code
Telephone		Email		

to use the copyright design associated with PMT_____ (as per Transfer of Building Permit Application Section 14 or Transfer of an Issued Building Permit Section 15 of the Building By-law 2026-066).

Signature (I have the authority to bind the corporation, where applicable)	Date

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