



## Change of Ownership of a Permit

**As per Transfer of Permit Section 14 of the [Building By-law 2013-070](#):** A building permit belongs to whoever owns the property when the permit is applied for initially. If a property changes ownership during the permit process, there are three options for addressing the ownership change:

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

When the building permit is 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.
- **Building Permit Transfer Form B:** is a written statement from the designer of the drawings and documents associated with the issued permit giving permission for the new Owner to use the copyright drawings.
- Payment of the permit transfer fee (see Schedule K of 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 (see Schedule K of Fees By-law)

### 3) New Permit is required

If neither of the above actions occur, 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.



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

## 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* drawings, the *Act*, the Building Code, and other *Applicable Laws* (as per Transfer of Permit Section 14 of the Building By-law 2013-070).**

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



## 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 drawings and documents associated with PMT \_\_\_\_\_ (as per Transfer of Permit Section 14 of the Building By-law 2013-070).**

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