

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

Revision to an Issued Building Permit

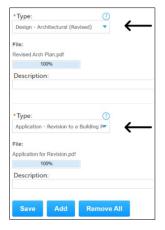
Application Requirements:

- Application Revision to a building permit (page 2 of this document).
- **Drawings (digital PDF). All revisions MUST be clouded** clearly indicating the proposed changes. Title block must contain the revision date.
- Schedule 1: Designer Information form is required if the designer changes for the entire set
 of permit drawings. If required, attach a Schedule 1 for each individual who reviews and takes
 responsibility for design activities or provide drawings stamped by a Professional Engineer or
 Architect.
- Your building permit must be issued. Change requests that occur prior to permit issuance are considered resubmissions and can be addressed during plan review. A revision to a building permit is only permitted prior to the final inspection of the building (or shell). A new building permit application shall be submitted if the building has received final inspection, and the file has been closed by the City.
- **Revision fee** (a revision fee will be invoiced upon receipt of your application and must be paid prior to issuance of your revision).

How to submit your application:

Step #1 - Log into APLI and navigate to 'Access My Records', 'Record Info' tab, 'Documents'. Upload your revision application and drawings as follows:

Step #2: Email <u>Building.Official@barrie.ca</u> to let us know you are submitting a revision application. In the subject line, please add 'Application for Revision' and provide the permit number.



Select the appropriate **Design (Revised)** document type when uploading <u>drawings</u>.

Select Application – Revision to a Building Permit when uploading the <u>application</u>.

Application Processing:

You can track the status of your revision through APLI and pay fees when required.



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Application - Revision to a Building Permit

Permit Number:

Project Address											
Street Address, City, Province, Postal Code											
Applicant Applicant is:			Owner or			Authorized Agent (Provide Property Owner Consent Letter)					
Last Name			First Name			Corporation or Partnership					
Stre	et address					Unit No.					
Municipality			Postal Code				Province				
<u> </u>											
Telephone Number			Cell Phone Number				Email				
Purpose of Revision Work: Revision Date: Page #: Work: Revision Date: Page #:											
	Work:	Revision Date:		Page #:				Revision Date:		Page #:	
	Architectural					Plumbin	9				
	Structural					Mechan	ical				
Septic						Other					
Details of Proposed Work											
Additional Construction Value: \$											
Description:											
Anr	olicant Name								Date		
	I confirm that I am the applicant as noted above / I have the authority to bind the corporation (where applicable)										

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.