

Roles & Responsibilities in the Permit Process

Building Services Information Sheet

April 2024

Building project stakeholders have defined roles and responsibilities within the permit process. The purpose of this Information Sheet is to set clear and concise expectations regarding the roles and responsibilities of building project stakeholders to ensure compliance with mandated permit and inspection requirements as mandated by the *Building Code Act*.

Applicant

- 1) The Role of the Applicant is to ensure that a complete application is submitted to the Building Services Department.
 - a. In accordance with the *Building Code Act*, Building Code, and Building By-law:
 - i. Drawings are required to be drawn to scale.
 - ii. Drawings require enough detail to perform both plan review and inspections, once approved.
- 2) The Applicant is the principle contact for the project and is responsible for all communication between the Building Services Department, Designers, Contractor(s), Owner(s), Prime Consultant, and any other person(s) with a vested interest in the project.
- 3) If the Applicant is not the Owner of the property on which a building will be constructed or demolished, an Owner Authorization (Property Owner Consent Letter) must be provided with the building permit application. An Applicant can be a Contractor, Builder, Architect, Planner, Engineer, etc.
- 4) The Applicant must ensure that all fees associated with the proposed construction are paid upon receipt of the invoice.



- 5) The Applicant will notify the Building Services Department if any changes are made to the issued drawings and will ensure that revisions are provided in accordance with the Building By-law. The Applicant shall only request an inspection once the revision has been approved by the Building Services Department.
- 6) If there are any changes in major project stakeholders (i.e., Consultants, Builders/Contractors, Designers, or Owner), the Applicant must notify the City of Barrie's Chief Building Official.

Owner

- 1) The Role of the Owner is to ensure that the building is maintained, repaired, and evaluated in accordance with the *Building Code Act* and the Building Code. The Owner is also responsible for ensuring that documents, records, and other information about the building are kept safe and can be provided in accordance with the *Act*.

Prime Consultant (if applicable)

- 1) The Prime Consultant is responsible for ensuring that they understand the building permit inspection process and their role in the process. In cases of larger building projects, a pre-construction meeting will be scheduled to provide an overview of all the inspections that will be required; the Prime Consultant should attend this meeting.
- 2) The Prime Consultant will ensure that all required inspection reports from consultants are submitted to the Building Services Department prior to the scheduled inspection.
 - a. Failure to provide reports will result in the failure of inspection.
 - b. Failure of an inspection due to missing reports from required consultants will result in an automatic re-inspection fee. No inspections will be performed if there are outstanding fees owing.

Designer

- 1) The Role of a Designer is to provide a design for the proposed construction that shows compliance with the requirements of the *Building Code Act*, Ontario Building Code, Building By-law, and all Applicable Laws.



- 2) The Designer shall:
 - a. Provide drawings and documentation with appropriate detail for review.
 - b. Provide drawings and documentation with appropriate detail for construction.
 - c. Provide drawings and documentation with appropriate detail for inspections.
- 3) Provide a design only for those matters for which the designer has the qualifications as required under the *Act*.

Builder / Contractor

- 1) The Role of the Builder/Contractor is to proceed with construction when a building permit that is required under the *Building Code Act* has been issued by the Chief Building Official.
- 2) The Builder/Contractor will:
 - a. Construct in accordance with the issued permit drawings.
 - b. Use appropriate building techniques to achieve compliance.
 - c. Notify the Designer and Building Inspector if any changes are required to be made from the issued plans.

Manufacturer / Supplier / Retailer

- 1) It is the role of Manufacturers, Suppliers, and Retailers of products that are intended for use in Ontario in the construction of a building for a purpose that is regulated by the *Building Code Act* or the Building Code to ensure that the products comply with the standards established under the *Act* and the Building Code.

Plans Examiner

- 1) The Role of a Plans Examiner is to review application documents to verify that they meet the minimum requirements of the *Building Code Act*, Ontario Building Code, Building By-law, and Applicable Law prior to issuance of a building permit.
- 2) The Plans Examiner will:
 - a. Perform a review of the permit application package.
 - b. Provide review comments to the Applicant in a timely manner.
 - c. Issue permits once compliance is shown.



Inspector

- 1) The Role of an Inspector is to determine compliance with the *Building Code Act*, Building Code, Building By-law, and Applicable Law after issuance of a building permit.
- 2) Perform an inspection to confirm construction is in accordance with the approved plans and the Building Code. Upon inspection, the Building Inspector will:
 - a. Provide inspection reports with deficiencies found during inspection.
 - b. Place an Order in accordance with the *Building Code Act*, when required.
 - c. Approve minor on-site revisions due to construction difficulties.

Chief Building Official

- 1) The Role of the Chief Building Official is to coordinate and oversee the enforcement of the *Building Code Act*, Building Code, and Building By-law by establishing operation policies for the enforcement of the *Act*.

