Application Requirements

Documents / Items Required at time of Application	
ICI Permit Drawing Requirement (Page 2 of this document)	
Permit Fees: Cash, cheque, debit, wire, funds transfer, and credit cards (up to $10,000.00)	
	Building Permit Fees (refer to Fees By-law)
Other Forms	
	Building Permit Application (online APLI permit application)
	Schedule 1 Designer Information Form or Stamped Drawings by Architect and/or Engineer
	Ontario Building Code (OBC) Data Matrix
	Commitment of General Reviews by Architect and Engineers (if applicable)
	Proof of compliance with applicable law(s) – Applicable Law Checklist
	Plumbing and/or Mechanical Data form (if applicable)
	CAN/ULC-S1001 Integrated Fire & Life Safety Systems Coordinator Verification Form and a Draft Integrated Systems Testing Plan (if applicable)
	Property Owner Consent Letter (if applicable)
Deposits and Payments Required prior to Permit Issuance	
	Development Charges, Parkland Payment
	Outstanding Building Permit Fees
Applicable Law (if regulated)	
External	
▪ Ministry of the Environment, Conservation and Parks (MOE)	
▪ Conservation Authority (LSRCA or NVCA)	
▪ Ministry of Education – Child Care Centres or Demolition	
▪ Ministry of Agriculture and Food	
▪ Ministry of Community and Social Services – Senior Centres	
Internal	
▪ Zoning By-laws	
▪ Planning Approval	
▪ Heritage	
▪ Clean Water Act	
Other Municipal Approvals	
▪ ROWA – Right of Way Activities	
▪ Business Licenses	

Contact Information
Service Barrie 705-726-4242 or Service.Barrie@barrie.ca

Drawing Requirements

All drawings shall be: to scale, dimensioned, and provide sufficient information to describe the extent of proposed work.

Legend: Y = Yes (provided) N = No (outstanding/missing) n/a = Not Applicable

Y	N	n/a	Site Plans
☐	☐	☐	Property lines, lot area, and statistics table.
☐	☐	☐	Existing building footprint with setbacks to property lines.
☐	☐	☐	Barrier free entrance location, curb cuts, parking, ramps, and fire routes.
☐	☐	☐	Existing Firewall location (if applicable).
☐	☐	☐	Area of buildings.

Y	N	n/a	**Architectural Drawings** stamped by an Architect *
☐	☐	☐	Floor/mezzanine plans (rooms and spaces identified and dimensioned, seating layout - for finished portions of building) – **Existing and Proposed.**
☐	☐	☐	Reflected ceiling plan indicating emergency lighting, exit signage, ceiling height, and sprinkler head location (if not indicated elsewhere).
☐	☐	☐	Roof plan, roof top equipment and required screening details, and roof drain and scupper details (If being modified).
☐	☐	☐	Building elevations (Only required if new opening proposed) and cross sections.
☐	☐	☐	Sections and details (stairs, barrier-free washrooms, etc.).
☐	☐	☐	Door, window, and room finish schedule (if not included in specifications).
☐	☐	☐	Ontario Building Code (OBC) data matrix.
☐	☐	☐	Life Safety Drawing (travel distances, fire separations [ULC design #], exit signage, etc.).
*Designer qualified with Large Building BCIN may be able to provide the design depending on the scope of the project.			

Y	N	n/a	**Mechanical Drawings** stamped by P.Eng (Typically required if mechanical is altered) *
☐	☐	☐	HVAC distribution system layout for existing and proposed design (Location of ducts, including sizes and volume).
☐	☐	☐	Heating and cooling load calculations including ventilation and fresh air calculation.

☐	☐	☐	Fire dampers and fire stop locations.
☐	☐	☐	Location and specification of proposed and existing equipment (Roof Plan).
☐	☐	☐	Plumbing plan including the location of all existing and proposed plumbing fixtures (Plumbing worksheet). The location and size of all below and above ground plumbing and venting. Grease interceptor(s) calculations (if applicable).
☐	☐	☐	Stamped sprinkler drawings with head details (e.g. temperature rating, K-factor, response type, etc.) showing the locations of new and proposed sprinklers.
☐	☐	☐	Stamped hydraulic calculations for new sprinkler systems and existing systems if considerable modifications are proposed to the system.
☐	☐	☐	Stamped fire suppression drawings for commercial cooking equipment to include appliances (length and depth).
☐	☐	☐	Hazardous operations (e.g. spray booths, dust collectors) are to include details of compliance with relevant Ontario Fire Code requirements.
☐	☐	☐	OBC SB-10 Checklists (ASHRAE 189.1, ASHRAE 90.1).
*All drawings submitted are required to be prepared and reviewed by a qualified designer, architect or professional engineer as outlined in the Ontario Building Code. All drawings must be signed, dated and sealed.			

Y	N	n/a	**Electrical Drawings*** P.Eng may be required
☐	☐	☐	Floor plans showing lighting, power, emergency lighting, exit signage, and electrical equipment.
☐	☐	☐	Stamped fire alarm system and riser details, zone schedule, and sequence of operation. Identify the locations of new and existing devices (if applicable).
*Minor Electrical alterations can be shown on architectural drawings.			

Y	N	n/a	**Structural Drawings** stamped by P.Eng (Only required if structure is altered)
☐	☐	☐	Design Loads: live, dead, earthquake, wind, wind uplift, snow and accumulation, rain.
☐	☐	☐	Foundation plan (footing, caisson or pile schedule if not shown on plan).
☐	☐	☐	Floor/mezzanine framing plans showing designed Specified Dead Loads (SDL) and Live Loads (LL).
☐	☐	☐	Roof framing plan (showing SDL, snow and accumulation snow load).
☐	☐	☐	Upper roof framing plan (mech. penthouse, stair, roof, etc. showing designed loadings).
☐	☐	☐	Column, wall, and beam schedule (if not shown on plan).
☐	☐	☐	Sections and structural details pertaining to structural connections, bracings, and exterior canopies.