Industrial & Commercial (Part 9 Interior Alteration)
Building Permit Application Checklist

Application Requirements

Documents / Items Required at time of Application
IC Permit Submission 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

Industrial & Commercial (Part 9 Interior Alteration)
Building Permit Application Checklist

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 building.

Y	N	n/a	Architectural Drawings *
☐	☐	☐	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).
☐	☐	☐	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 (required for any new items being proposed).
☐	☐	☐	Ontario Building Code (OBC) data matrix.
☐	☐	☐	Life Safety plan (travel distances, fire separations [ULC design #], exit signage, etc.).
*Designer qualified with Small Building BCIN can provide the design if the project is completely within Part 9. Architect and/or Engineer may be required if design exceeds Part 9 Provisions.			

Y	N	n/a	**Mechanical Drawings** (Typically required if mechanical being 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).

Industrial & Commercial (Part 9 Interior Alteration)
Building Permit Application Checklist

☐	☐	☐	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.
☐	☐	☐	OBC SB-10 Checklists (ASHRAE 189.1, ASHRAE 90.1 and Part 9).
*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 ***
☐	☐	☐	Floor plans showing lighting, power, emergency lighting, exit signage, and electrical equipment (If not shown on architectural).
☐	☐	☐	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** (Only required if structure being altered)
☐	☐	☐	Engineered Stamped roof truss shop drawings included all bracing details or P.Eng design drawings (if applicable).
☐	☐	☐	Engineered stamped floor joist systems and beam details for other than uniformly distributed loads or P.Eng design (if applicable)
☐	☐	☐	Foundation plan (footing, caisson or pile schedule if not shown on plan).
☐	☐	☐	Floor framing plan (showing beam, joists and column size and location).
☐	☐	☐	Roof framing plan (showing SDL, snow and accumulation snow load) – Flat Roof or Conventionally Framed Only.
☐	☐	☐	Detailed foundation wall and roof sections.