Industrial & Commercial (Part 9 - New & Additions)
Building Permit Application Checklist

Application Requirements
A separate permit application is required for Site Servicing

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)
Pre-Approvals
☐ * Conditions of Site Plan signed off by: Fire, Engineering, Water, Planning, and Building
☐ Municipal Address (Planning)
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
☐ Energy Efficiency Design Compliance forms, signed and sealed by design professional (for new buildings and additions)
☐ Plumbing and/or Mechanical Data form (if applicable)
☐ CAN/ULC-S1001 Integrated Fire & Life Safety Systems Coordinator Verification Form (If applicable)
☐ Flow Control Roof Drainage Declaration (where flat roofs are proposed)
☐ Phase 1 Environmental Site Assessment (if applicable)
☐ Soils Investigation Report (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
• Conservation Authority (LSRCA or NVCA)
• Ministry of the Environment, Conservation and Parks (MOE)
• Ministry of Transportation (MTO)
• Ministry of Education – Child Care Centres or Demolition
• Ministry of Agriculture and Food
• Ministry of Community and Social Services – Senior Centres

Industrial & Commercial (Part 9 - New & Additions)
Building Permit Application Checklist

Internal
• Zoning By-laws
• Planning Approval
• Heritage
• Clean Water Act
Other Municipal Approvals
• ROWA – Right of Way Activities
• Business Licenses
• Site Alteration - Site Alteration By-law
• Tree Removal (Private Property) – Tree Preservation By-law
• Encroachment Agreement
Contact Information
• Service Barrie 705-726-4242 or Service.Barrie@barrie.ca

*Executed Site Plan Agreement is required prior to issuance of a building permit (if regulated)

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.
☐	☐	☐	Proposed building footprint with setbacks to property lines.
☐	☐	☐	Proposed and existing grades/elevations and proposed finished floor elevations.
☐	☐	☐	Barrier free entrance location, curb cuts, parking, ramps, and fire routes.
☐	☐	☐	Proposed Firewall location (if applicable).
☐	☐	☐	Area of buildings on property (all buildings).

Y	N	n/a	Architectural Drawings*
☐	☐	☐	Floor/mezzanine plans (rooms and spaces identified and dimensioned, seating layout - for finished portions of building).
☐	☐	☐	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.
☐	☐	☐	Building elevations and cross sections.
☐	☐	☐	Sections and details (stairs, barrier-free washrooms, etc.).

Industrial & Commercial (Part 9 - New & Additions)
Building Permit Application Checklist

☐	☐	☐	Door, window, and room finish schedule (if not included in specifications).
☐	☐	☐	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	**Structural Drawings**
☐	☐	☐	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) – Helical Pile Design if proposed.
☐	☐	☐	Floor framing plan (showing beam, joists and column size and location).
☐	☐	☐	Roof framing plan (showing SDL, snow and accumulation snow load).
☐	☐	☐	Detailed foundation wall and roof sections.

Y	N	n/a	**Mechanical Drawings***
☐	☐	☐	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.
☐	☐	☐	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*** P. Eng may be required
☐	☐	☐	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.			