



Building Services – Occupant Load Confirmation Request Form

Applicant information

First Name	Last Name			
Company Name (if applicable)				
Street Address	Unit #	City or Town	Province	Postal Code
Telephone	Email			

Subject property address

Business Name				
Street Address	Unit #	City or Town	Province	Postal Code

Required information

If any changes have occurred since the previous occupant load inspection, you must provide the required information at the time of application.

Select all that apply:	Y	N
Are there proposed interior alterations?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be an increase in occupant load?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an active permit on the property?	<input type="checkbox"/>	<input type="checkbox"/>



Drawing requirements:

An accurately scaled floor plan indicating the proposed location of ALL licenced area(s) must be attached to this questionnaire. Your floor plan should include exit door locations, washroom counts, square footage of the unit, and should show both indoor and outdoor areas.

Administration

An occupant load confirmation letter will be emailed to the applicant within 15 business days, upon receipt of all required information.

Applicant signature	Date

Office Use:	
Received by	Date

Payment method: Debit Cash Cheque **Amount:**

Personal information contained on this form is collected under the authority of the Ontario Building Code, Ontario Regulation 332/12 as amended and the City of Barrie By-law 2009-141 and will be used to respond to requests for information on properties.