Application Requirements

A separate permit application is required for Site Servicing

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)
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)
☐ Property Owner Consent Letter (if applicable)
☐ 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
☐ 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)
☐ Phase 1 Environmental Site Assessment
☐ Soils Investigation Report
☐ 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)
☐ Flow Control Roof Drainage Declaration
☐ Architectural, Structural, Mechanical, Electrical Specifications
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

▪ Ontario New Home Warranties Plan
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

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.
☐	☐	☐	Area of buildings on property (all 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).
☐	☐	☐	Reflected ceiling plan indicating emergency lighting, exit signage, 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.).
☐	☐	☐	Door, window, and room finish schedule (if not included in specifications).
☐	☐	☐	Industrial Racking layout and height.
☐	☐	☐	Ontario Building Code (OBC) data matrix.
☐	☐	☐	Life Safety Drawing (travel distances, fire separations [ULC design #], exit signage, etc.).

Y	N	n/a	**Structural Drawings** stamped by P.Eng
☐	☐	☐	Design Loads: live, dead, earthquake, wind, wind uplift, snow and accumulation, rain, landscaped terrace, and fire truck and garbage truck loads.
☐	☐	☐	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.
☐	☐	☐	Calculations of lateral load and deflection analysis for building (building greater than or equal to three storeys in building height).
☐	☐	☐	Flat slab design calculations (typical run) and all transfer slab.
☐	☐	☐	Canopy Structures (lateral and uplift analysis).

Y	N	n/a	**Mechanical Drawings** stamped by P.Eng
☐	☐	☐	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.

Y	N	n/a	**Electrical Drawings** stamped by P.Eng
☐	☐	☐	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).