

Application Requirements

Documents / Items Required at time of Application

1. Residential Interior Alteration Drawing Requirement (Page 2 of this document)

2. Permit Fees – Cash, cheque, debit, and credit cards (up to \$5,000.00)

Building Permit Fees (refer to Fees By-law)

3. Other Forms

Building Permit Application (online [APLI](#) permit application)

Schedule 1 Designer Information Form or Stamped Drawings by Architect and/or Engineer

Proof of compliance with applicable law(s) – Applicable Law Checklist

Property Owner Consent Letter (if applicable)

Deposits and Payments Required prior to Permit Issuance

Outstanding Building Permit Fees

Applicable Law (if regulated)

- Zoning By-laws
- Heritage

Other Municipal Approvals

- ROWA – Right of Way Activities (includes driveway widening)
- Business Licenses (boarding, lodging, and rooming houses only)
- Site Alteration By-law compliance
- Tree Removal (Private Property) – Tree Preservation By-law

Other Building Permit Submissions (if applicable)

- Demolition permit
- On-site sewage system (septic system)

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 <i>A Site Plan is only required if there are any changes being made on the outside of the building or property.</i> |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property lines, lot area, and statistics table |

| | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed building footprint with setbacks to property lines and distance to other proposed buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual areas (width/height/length) of existing and proposed buildings on the property |

| Y | N | n/a | Architectural Drawings |
|---|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans (rooms and spaces identified and dimensioned) – to be coordinated with structural drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof and floor framing (if being altered) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall section – including basement insulation (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire separations – party wall/firewall details (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Elevations and spatial calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and sizes of windows and doors |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor area calculations (sq.ft./m ²) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stairs, landings, guards, and handrail information (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smoke alarms and carbon monoxide detectors |
| * Only required if there are changes being made to the external façade (including the addition of new windows and doors). | | | |

| Y | N | n/a | Structural Drawings |
|--|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * Engineered stamped roof truss shop drawings including all bracing details |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * Engineered stamped floor joist systems and beam details for other than uniformly distributed loads |
| * Only required if the changes being made to those structural members of the building. | | | |

| Y | N | n/a | Mechanical Drawings (required if replacing mechanical system) |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy efficiency design summary |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Duct design and layout |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Heat loss and heat gain calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Heat loss and heat gain formula sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Thermal load calculator |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Residential ventilation summary |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Air leakage calculator |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Radiant in-floor heat design (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydraulic load calculations |
| *Must meet HRAI-CSA F280-12 or ASHRAE design standards | | | |