

### 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, wire, funds transfer, and credit cards (up to \$10,000.00)**

☐ 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](mailto: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	<b>Site Plans</b> <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 <sup>2</sup> )
<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			