

Application Requirements

Documents / Items Required at time of Application

1. Residential Secondary Dwelling Drawings Requirement (Page 2 of this document)

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

Building Permit Fees (refer to Fees By-law)

3. Pre-Approvals

Committee of Adjustment (if applicable - zoning)

4. 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

Energy Efficiency Design Summary forms, signed by designers (for new buildings and additions)

Soils Investigation Report (required for unconventional foundations, i.e. helical piles)

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)
- Ontario New Home Warranties Plan

Internal

- Zoning By-laws
- Planning Approval
- Heritage
- Clean Water Act

Other Municipal Approvals

- ROWA – Right of Way Activities (includes driveway widening)
- Site Alteration By-law compliance
- Tree Removal (Private Property) – Tree Preservation By-law
- Encroachment Agreement

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 *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property lines, lot area, and zoning 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of water and sanitary services (Y connection, cleanout, Pipe size and material)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing grades/elevations, and swales (including direction and slope)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of any discharge outlets for sump pump
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed underside of footing, top of foundation wall, high water table (if known), finished floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First floor elevation and garage floor elevation
*Grade plans can be provided by a Professional Engineer, Certified Engineering Technologist, Ontario Land Surveyor, Architect			

Y	N	n/a	Architectural Drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans (rooms and spaces identified and dimensioned, water meter location) – to be coordinated with structural drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof and floor framing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building elevations and cross sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction notes and details, SB-12 compliance path
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire resistance rating of exterior walls (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sections/elevations
<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"/>	Unprotected opening/limiting distance calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spatial separations calculations (Including to existing buildings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room Sizes (sq.ft./m ²)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balconies, deck details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs, landings, guards, and handrail information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke alarms and carbon monoxide detectors locations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attic and crawl space access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fireplace (<i>gas or wood burning</i>)

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 system layout and beam details from manufacturer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed foundation, wall, and roof sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered foundation wall detail (when foundation wall exceeds maximum height permitted by OBC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered helical piles design and layout (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered slab detail including insulation details for frost protection (slab on grade only)

Y	N	n/a	Mechanical Drawings
<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 calculations
<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 – New secondary dwelling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic load calculations - Existing house (for all fixtures)

**Must meet HRAI-CSA F280-12 or ASHRAE design standards*