

**Application Requirements**

<b>Documents / Items Required at time of Application</b>	
<b>1. Residential Second Suite Drawings Requirement (below)</b>	
<b>2. Permit Fees – Cash, cheque, debit, and credit cards (up to \$5,000.00)</b>	
<input type="checkbox"/>	Building Permit Fees (refer to Fees By-law)
<b>3. Other forms and required items</b>	
<input type="checkbox"/>	Building Permit Application (online <a href="#">APLI</a> permit application)
<input type="checkbox"/>	Schedule 1 Designer Information Form or Stamped Drawings by Architect and/or Engineer
<input type="checkbox"/>	Proof of compliance with applicable law(s) – Applicable Law Checklist
<input type="checkbox"/>	Property Owner Consent Letter (if applicable)
<input type="checkbox"/>	Simcoe County Affordable Housing Application
<input type="checkbox"/>	<input type="checkbox"/> Yes – please attach a copy of the eligibility letter
	<input type="checkbox"/> No
<input type="checkbox"/>	Municipal Services (check one or both)
<input type="checkbox"/>	<input type="checkbox"/> Water
	<input type="checkbox"/> Sewer

<b>Deposits and Payments Required prior to Permit Issuance</b>	
<input type="checkbox"/>	Development Charges, Parkland Payment
<input type="checkbox"/>	Outstanding Building Permit Fees

<b>Applicable Law (if regulated)</b>	
<b>External</b>	
<ul style="list-style-type: none"> <li>▪ Conservation Authority (LSRCA or NVCA)</li> <li>▪ Ontario New Home Warranties Plan</li> </ul>	
<b>Internal</b>	
<ul style="list-style-type: none"> <li>▪ Zoning By-laws</li> <li>▪ Planning Approval</li> <li>▪ Heritage</li> <li>▪ Clean Water Act</li> </ul>	

<b>Other Municipal Approvals</b>	
<ul style="list-style-type: none"> <li>▪ ROWA – Right of Way Activities (includes driveway widening)</li> <li>▪ Site Alteration By-law compliance</li> <li>▪ Tree Removal (Private Property) – Tree Preservation By-law</li> <li>▪ Encroachment Agreement</li> </ul>	

**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	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of dwelling(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaped areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway length, width, and area (measured from the property line)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces with dimensions (min. 2.7m x 5.5m each) – (required to provide 1 space per unit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior entrance to principal dwelling unit and to second suite.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New below grade basement entry. <b>If yes, the following information is required:</b>
<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

Y	N	n/a	Floor Plan Drawings for <u>both</u> the Principal Dwelling Unit and the Second Suite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The exterior dimensions of the principal dwelling unit (excluding a garage, porch, veranda or balcony)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The exterior dimensions of the second suite (excluding a garage, porch, veranda or balcony)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The layout of the principal dwelling unit showing dimensions of all rooms including hallways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The layout of the second suite showing dimensions of all rooms including hallways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labelling of all rooms in each suite and shared areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The exterior entrance to both the principal dwelling unit and the second suite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Dwelling Unit Floor Area (DUFA) for the principal dwelling unit (DUFA is the total floor area contained within the exterior walls of a dwelling unit excluding a garage, open porch, veranda or balcony)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Dwelling Unit Floor Area (DUFA) for the second suite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify all existing and proposed construction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and construction of required fire separations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling heights for all areas and spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of smoke alarms and CO detectors for each suite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of all windows including the glazed area and operable portion of each window (clearly labelled “new” or “existing”)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed and existing plumbing (clearly labelled “new” or “existing”)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed and existing laundry for both units (specify if shared)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations (if there are any changes to the exterior building face or exposed building face)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of duct smoke detector device to shut off power/fuel to furnace
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designation of the garage space to one or both units

**NOTE:** If your second suite existed prior to July 14, 1994, contact Service Barrie to commence the registration process.