

Application Requirements

Documents / Items Required at time of Application

1. Residential Second Suite Drawings Requirement (below)

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 and required items

- ☐ 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)
- ☐ Simcoe County Affordable Housing Application
- ☐ ☐ Yes – please attach a copy of the eligibility letter
- ☐ ☐ No
- ☐ Municipal Services (check one or both)
- ☐ ☐ Water
- ☐ ☐ Sewer

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

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 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. If yes, the following information is required: |
| <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.