

Single Family Dwelling/Semi Detached/Townhouse Building Permit Application Checklist

Application Requirements

Documents / Items Required at time of Application

1. Residential New House Drawing Requirement (Page 2 of this document)	
2. Permit Fees – Cash, cheque, debit, and credit cards (up to \$5,000.00)	
<input type="checkbox"/>	Building Permit Fees (refer to Fees By-law)
3. Pre-Approvals	
<input type="checkbox"/>	* Conditions of Site Plan signed off by: Fire, Engineering, Water, Planning, and Building (if applicable)
<input type="checkbox"/>	Executed Subdivision Agreement (if applicable)
<input type="checkbox"/>	Legal Description of lot fabric
<input type="checkbox"/>	Municipal Address (Development Services)
<i>* Executed Site Plan Agreement is required prior to issuance of a building permit</i>	
4. Other Forms	
<input type="checkbox"/>	Building Permit Application (online APLI permit application)
<input type="checkbox"/>	Schedule 1 Designer Information Form or Stamped Drawings by Architect and/or Engineer
<input type="checkbox"/>	Ontario Building Code (OBC) Data Matrix (if applicable)
<input type="checkbox"/>	Proof of compliance with applicable law(s) – Applicable Law Checklist
<input type="checkbox"/>	Energy Efficiency Design Summary forms, signed by designers (for new buildings and additions)
<input type="checkbox"/>	Property Owner Consent Letter (if applicable)

Deposits and Payments Required prior to Permit Issuance

<input type="checkbox"/>	Development Charges, Parkland Payment
<input type="checkbox"/>	Outstanding Building Permit Fees

Applicable Law (if regulated)

External	
▪	Conservation Authority (LSRCA or NVCA)
▪	Ministry of the Environment, Conservation and Parks (MOE)
▪	Ministry of Transportation (MTO)
▪	Ontario New Home Warranties Plan
Internal	
▪	Zoning By-laws
▪	Planning Approval
▪	Heritage
▪	Clean Water Act

Other Municipal Approvals



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▪ ROWA – Right of Way Activities
▪ Business Licenses
▪ 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 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"/>	Proposed firewall location (if applicable)
<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 (cleanout, pipe size and material)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing grades/elevations, 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification stamp of subdivision developer's consultant engineer (new subdivisions only)

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
<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 (including SB-12 compliance path)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire separations – party wall/firewall details (if applicable)



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<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"/>	Walk-out, look-out, 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 detector location and information
<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>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Townhouses (<i>provide block foundation plans</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 systems and beam details for other than uniformly distributed loads
<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)

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 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*