New Residential Dwelling Unit
Building Permit Application Checklist

This checklist applies to the following Part 9 new builds:					
☐	Single Family Dwelling	☐	Duplex	☐	Rowhouse/Townhouse
☐	Triplex	☐	Fourplex	☐	Secondary Dwelling (Coach House)

Application Requirements

Documents / Items Required at time of Application	
1. Residential New House Drawing Requirement (see 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. Pre-Approvals	
☐	* Conditions of Site Plan signed off by: Fire, Engineering, Water, Planning, and Building (if applicable)
☐	Executed Subdivision Agreement (if applicable)
☐	Municipal Address (Development Services)
** Executed Site Plan Agreement is required prior to issuance of a building permit*	
4. Other Forms	
☐	Building Permit Application (online APLI permit application)
☐	Schedule 1 Designer Information Form or Documents Sealed and Signed by an Architect and/or Engineer.
☐	Ontario Building Code (OBC) Data Matrix (if applicable)
☐	Proof of compliance with applicable law(s) – Applicable Law Checklist
☐	Energy Efficiency Design Summary forms, signed by designers (for new buildings and additions)
☐	Property Owner Consent Letter (if applicable)
☐	FUS Fire Flow Calculations (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) ▪ Ministry of the Environment, Conservation and Parks (MECP) ▪ Ministry of Transportation (MTO) ▪ Ontario New Home Warranties Plan	**Internal** ▪ Zoning By-laws ▪ Planning Approval ▪ Heritage ▪ Clean Water Act

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Other Municipal Approvals
▪ ROWA – Right of Way Activities ▪ Site Alteration By-law Compliance ▪ 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. Drawings must be submitted in accordance with our Electronic Document Standards.

Legend: Y = Yes (provided) N = No (outstanding/missing) n/a = Not Applicable

Y	N	n/a	Site Plans
☐	☐	☐	Property lines, lot area, and statistics table
☐	☐	☐	Proposed building footprint with setbacks to property lines and distance to other proposed buildings
☐	☐	☐	Proposed firewall location (if applicable)
☐	☐	☐	Individual areas (width/height/length) of existing and proposed buildings on the property
☐	☐	☐	Location of Water and Sanitary Services (cleanout, pipe size and material)
☐	☐	☐	Proposed and existing grades/elevations, swales (including direction and slope)
☐	☐	☐	Location of any discharge outlets for sump pump
☐	☐	☐	Proposed underside of footing, top of foundation wall, high water table (if known), finished floor elevations
☐	☐	☐	First floor elevation and garage floor elevation
☐	☐	☐	Certification stamp of subdivision developer's consultant engineer (new subdivisions only)

Y	N	n/a	Architectural Drawings
☐	☐	☐	Floor plans (rooms and spaces identified and dimensioned) - to be coordinated with structural drawings
☐	☐	☐	Roof and floor framing
☐	☐	☐	Building elevations and cross sections
☐	☐	☐	Construction notes and details (including SB-12 compliance path)

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☐	☐	☐	Fire separations and party wall/firewall details (if applicable)
☐	☐	☐	Location and sizes of windows and doors
☐	☐	☐	Spatial calculations (unprotected opening/limiting distance calculations)
☐	☐	☐	Walk-out, look-out, balconies, deck details
☐	☐	☐	Stairs, landings, guards, and handrail information
☐	☐	☐	Smoke alarms and carbon monoxide detector location and information
☐	☐	☐	Attic and crawl space access
☐	☐	☐	Fireplace *(gas or wood burning)*
☐	☐	☐	Foundation plans (foundation block plans for townhomes)

Y	N	n/a	**Structural Drawings**
☐	☐	☐	Engineered stamped roof truss shop drawings including all bracing details
☐	☐	☐	Engineered stamped floor joist systems and beam details for other than uniformly distributed loads
☐	☐	☐	Detailed foundation wall and roof sections
☐	☐	☐	Engineered foundation wall detail (when foundation wall exceeds maximum height permitted by OBC)
☐	☐	☐	Engineered helical piles design and layout (if applicable)

Y	N	n/a	**Mechanical Drawings**
☐	☐	☐	Energy efficiency design summary
☐	☐	☐	Duct design and layout (includes HRV duct layout, if applicable)
☐	☐	☐	*Heat loss and heat gain calculations
☐	☐	☐	*Heat loss and heat gain formula sheet
☐	☐	☐	*Thermal load calculator
☐	☐	☐	*Residential ventilation summary
☐	☐	☐	*Air leakage calculator
☐	☐	☐	Radiant in-floor heat design (if applicable)
☐	☐	☐	Hydraulic load calculations (single or multi-residential)
**Must meet HRAI-CSA F280-12 or ASHRAE design standards*			

Y	N	n/a	**Additional Drawing Requirements for 3- and 4-Unit Buildings**
☐	☐	☐	Floor plans showing lighting, power, emergency lighting, exit signage, and electrical equipment.
☐	☐	☐	Stamped fire alarm system and riser details, zone schedule, and sequence of operation. Identify the locations of new and existing devices (if applicable, drawings must be stamped by P. Eng.).