

## New Residential Dwelling Unit Building Permit Application Checklist

### This checklist applies to the following Part 9 new builds:

<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex	<input type="checkbox"/> Rowhouse/Townhouse
<input type="checkbox"/> Triplex	<input type="checkbox"/> Fourplex	<input type="checkbox"/> 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](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. 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
<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)

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire separations and party wall/firewall details (if applicable)
<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"/>	Spatial calculations (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"/>	Foundation plans (foundation block plans for townhomes)

Y	N	n/a	<b>Structural Drawings</b>
<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	<b>Mechanical Drawings</b>
<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 (includes HRV duct layout, if applicable)
<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 (single or multi-residential)
<i>*Must meet HRAI-CSA F280-12 or ASHRAE design standards</i>			

Y	N	n/a	<b>Additional Drawing Requirements for 3- and 4-Unit Buildings</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans showing lighting, power, emergency lighting, exit signage, and electrical equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.).