

Application Requirements

Documents / Items Required at time of Application	
Site Servicing Drawing Submission Requirements (Page 2 of this document)	
Permit Fees: Cash, cheque, debit, wire, funds transfer, and credit cards (up to \$10,000.00)	
☐	Building Permit Fees (refer to Fees By-law)
Pre-Approvals	
☐	* Conditions of Site Plan signed off by: Fire, Engineering, Water, Planning, and Building
☐	Municipal Address (Planning)
Other Forms	
☐	Building Permit Application (online APLI permit application)
☐	Commitment of General Review by Professional Engineer
☐	Geotechnical and Soils Report (if applicable)
☐	Proof of compliance with applicable law(s) – Applicable Law Checklist
☐	Property Owner Consent Letter (if applicable)
☐	Mechanical Specifications
Deposits and Payments Required prior to Permit Issuance	
☐	Development Charges, Parkland Payment (if applicable)
☐	Outstanding Building Permit Fees
Applicable Law (if regulated)	
External	
▪ Conservation Authority (LSRCA or NVCA)	
▪ Ministry of the Environment (MOE)	
▪ Ministry of Transportation (MTO)	
Internal	
▪ Zoning By-laws	
▪ Planning Approval	
▪ Heritage	
▪ Clean Water Act	
Other Municipal Approvals	
▪ ROWA – Right of Way Activities	
▪ Business Licenses	
▪ Site Alteration - Site Alteration By-law	
▪ Tree Removal (Private Property) – Tree Preservation By-law	
▪ Encroachment Agreement	

Contact Information

Service Barrie 705-726-4242 or ServiceBarrie@barrie.ca

* Executed Site Plan Agreement or Pre-Servicing Agreement is required prior to issuance of a building permit (if applicable).

Drawing Submission 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
☐	☐	☐	Property lines, lot area, and statistics table
☐	☐	☐	Proposed building footprint with setbacks to property lines
☐	☐	☐	Proposed and existing grades/elevations and proposed finished floor elevations
Y	N	n/a	Site Servicing Plan stamped by P.Eng
☐	☐	☐	Showing size, length, location, and type of material for Water and Fire supply lines
☐	☐	☐	Showing size, length, location, and type of material for Sanitary and Storm Water Sewers
☐	☐	☐	Location of Manholes, Clean-outs, and Catch Basins
Y	N	n/a	Site Grading stamped by P.Eng
☐	☐	☐	Showing size and location of Building
☐	☐	☐	Showing elevation of Building
☐	☐	☐	Showing pavement, curbs, proposed elevation, existing contours, proposed swales, proposed grade, proposed embankment slope, overland flood route, existing slope embankment, retention ponds, etc.
☐	☐	☐	Showing any other infiltration devices