

# **Plan, Apply, Build:**

## **Your Guide to Building Permits**



**Spring 2025**

Safe, accessible, and sustainable buildings are critical to making Barrie a great city. Building permits and inspections help ensure our building standards are intact and the spaces we create to live, work, and connect in are safe, usable, and accessible to everyone.





# Plan

## Zoning

Determine if your project plan complies with **zoning requirements**:

Research your property:

- [Discover Barrie](#) (interactive map) – use this to determine your zone.
- [Zoning By-Law](#) – use this to determine your zoning requirements. Barrie's Zoning By-law outlines what can be built on a property (land use) and where on a property it can be built (building set-backs).
- [planneroftheday@barrie.ca](mailto:planneroftheday@barrie.ca) – contact City staff if you have questions.

## Applicable Law

Ensure your project complies with all **applicable laws**:

- Other provincial regulations may apply which can affect your project and delay or prevent the issuance of a building permit. The fastest way to obtain a building permit is to ensure that all other required approvals are completed.
- Complete the [Applicable Law Checklist](#) and submit with your application.

## Products

Determine what **products** to use:

- The products/materials you use are required to comply with the Ontario Building Code.
- Reports or certifications may be required for specialized products.
- Engineered products (e.g. trusses, engineered wood, etc.) must be designed by a professional engineer.

# Document Requirements

- Read the [Electronic Documents Submissions Standards](#) to ensure your drawings meet the requirements.
- Use our project checklists to ensure your application is complete. Checklists are available on our Building Services [Project Resources](#) webpage.

**Building Project Resources**

This page contains links to City and external resources and helpful documents to download relating to your building project.

**Helpful Links**

Find information on additional permits you may need, where to find a designer, how to get in touch with the conservation authority and more:

- [Building Permit Records](#)
- [Related City Permits & By-laws](#)
- [External Resources](#)

**Project Guidance Documents**

Search how-to guides, application checklists, forms and other resources that may be applicable to your particular demolition, construction, or renovation project.

Building Services regularly posts bulletins regarding industry-related developments that may impact customer experience. [View Building Services bulletins.](#)

Search  Type **Checklist** ▼

**Project**

<input type="checkbox"/> Addition	<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Detached Garage/Shed	<input type="checkbox"/> Interior Renovation	<input type="checkbox"/> New Commercial Build
<input type="checkbox"/> New Residential Build	<input type="checkbox"/> Other	<input type="checkbox"/> Pool
<input type="checkbox"/> Secondary Dwelling	<input type="checkbox"/> Second Suite	<input type="checkbox"/> Septic System
<input type="checkbox"/> Temporary Structure		

## PROJECT RESOURCES:

Search by document type (e.g. checklist, form, guide) or by project type to locate helpful project guidance documents.

## DID YOU KNOW?

**Complete submissions help City staff expedite permit application processing.**

**Our project checklists contain everything you need to submit a complete application.**

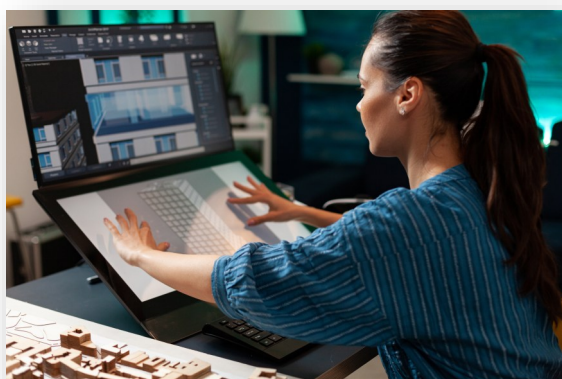
**If you have questions along the way, we're here to help!**



# Drafting Plans

- The Role of a Designer is to **provide a design for the proposed construction that shows compliance** with the requirements of the *Building Code Act*, Ontario Building Code, Building By-law, and all Applicable Laws. Depending on your project, a qualified designer may be required.
- Understanding and fulfilling your role in the permit process will help you to execute your building project obligations. For more information on additional roles associated with the Building Permit process, please see our [Roles & Responsibilities in the Permit Process Information Sheet](#).

## Hiring a Professional



When choosing your professional, ask them about previous projects, years of experience, list of references, and their qualifications.

Qualified industry professionals can help to reduce delays, minimize costs, mitigate risk, and prevent unexpected complications.

Finding qualified professionals:

- [Ontario Association of Architects](#) (OAA)
- [Association of Architectural Technologists of Ontario](#) (AATO)
- [Professional Engineers of Ontario](#) (PEO)
- [Ministry of Municipal Affairs and Housing Qualification and Registration Tracking System](#) (QuARTS)

## Homeowner Design



If you choose to design or build on your own, you assume the responsibility of the role you are fulfilling.

It is important to note that Building Services staff cannot provide any consultation or design advice during or outside of the permit process.

Consider your skills and experience:

- Are you familiar with Ontario Building Code regulations?
- Can you prepare code-compliant drawings?
- Do you have knowledge of common construction practices?



# Apply



## Documents

Assemble your project documents:

- Required documents and drawings are listed in each project checklist.
- Generally, a permit submission includes:
  - Drawings
  - Project checklist
  - Applicable Law Checklist
  - Owner Authorization (required when the permit applicant is not the owner)
  - Schedule 1 Designer Information Form (required when the design professional/homeowner is not an engineer or architect)

## Apply Online

Apply for your building permit using our customer portal called [APLI](#).

- APLI provides enhanced online features that allow you to submit your application efficiently and is available online 24/7 from the comfort of your home or office.
- A pre-screening fee will apply at the time of application. Additional fees will be invoiced during application screening.
- APLI will send notifications and status updates to the permit applicant throughout the permit process.

## Other Permits

- If you will be crossing City property (e.g. parks, boulevards, sidewalks, etc.) with construction vehicles, a [Right of Way Activity](#) (ROWA) permit may be required.



## Application Screening

- Your application will be checked for completeness based on our project checklists, the Building By-law, and applicable legislation.
- Building permit fees will be calculated based on area of work and project scope as indicated in our Fees By-law. Outstanding fees are required to be paid prior to permit acceptance. You will be notified of additional required approvals or if information is missing from the application.
- When fees have been paid and all outstanding information has been received, your application will be accepted and distributed for review.

## Plan Review

- City staff will review your application for compliance with the Ontario Building Code, provincial regulations, and City standards.
- You will be notified of any deficiencies, outstanding approvals, or missing information.
- A permit will be issued once the application complies with all regulatory requirements and all fees have been paid.

## Permit Issuance

Your permit package will consist of the following items:

- **Building Permit Placard**
  - Your placard **must** be printed and posted in a visible location at the project site.
- **Issued Permit Drawings and Documents**
  - Printed copies **must** be available for the Building Inspector at the project site.
- **Required Notification for Inspection**
  - Lists the minimum required inspections for your project and explains inspection requirements (e.g. stage of construction, when to request inspections, and what you need to have ready for the Building Inspector).

# Build

## Call before you dig!

Contact [Ontario One Call](#) before you dig, even if it's just with a shovel, to locate any underground cables or lines below the surface.

## Inspections

Mandatory inspections are required at certain stages of construction or demolition as regulated under the Ontario Building Code:

- Inspections will be conducted within two business days, following the date of the request.
- Printed issued building drawings and documents **must** be available on site for the Inspector to review.
- The safety of our Building Inspectors is paramount. We require safe and suitable on site access for an efficient inspection (provide stairs and ramps with handrails, no ladders).
- Request inspections based on the stage of construction as indicated in the Required Notification for Inspection (or as instructed by the Inspector). If work is not ready for inspection or is not substantially complete, a reinspection fee may apply.
- You will receive an inspection report by email once your Inspector has completed and documented the inspection. You will be notified of any deficiencies requiring correction.

Visit [APLI](#) to easily request inspections  
**24/7 from your home or office!**

Any project stakeholder can request inspections (an account is required). Requests can be made for a single inspection or multiple inspections, and for one or more permit at a time!





# Revisions

- Any proposed changes to issued permit plans must be approved by Building Services.
- If you need to make changes, speak to your Inspector. Your Inspector will let you know if you are required to apply for revisions processing using our [Application for Revision](#).

# Permit Close

- When the final inspection has been passed, the Building Inspector will proceed to close your building permit record.
- You will receive a notification from APLI when your permit has been closed.

# Quick Links

**RESIDENTIAL  
BUILDING  
PERMITS**



**INSPECTIONS**



**PROJECT  
RESOURCES**



**GOOD  
NEIGHBOUR  
GUIDE**





**Phone** 705-726-4242 **Email** [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca)



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# **Prepared by:** **Building Services**



## **Contact Us:**

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