

# **Building Permit Applications**

## **APLI How-to Guide**

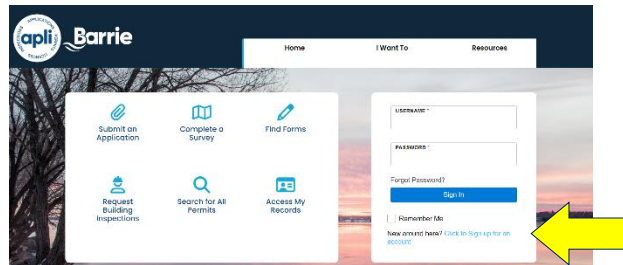


**January 2023**

# Building Permit Applications APLI How-to Guide

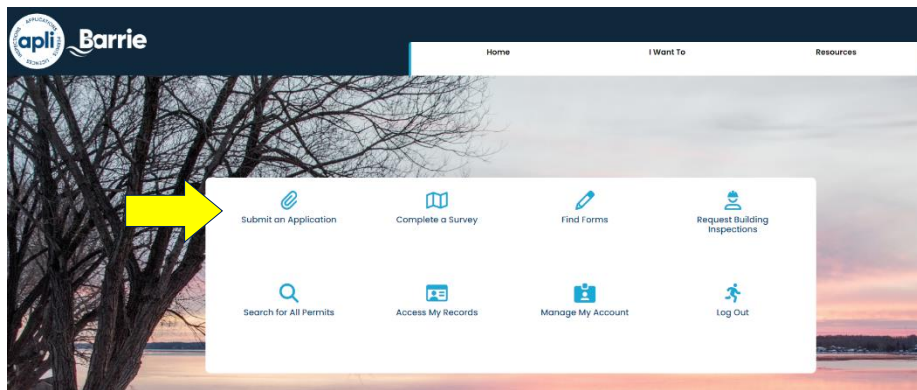
## Creating an APLI account

- Visit: [eservices.barrie.ca](https://eservices.barrie.ca).
- Register for an account.
- Check your email.
- Confirm your account.
- View the 'Register an Account' tutorial video in APLI for more information.



## Applying for a building permit

- Log in, click 'Submit an Application', select 'Building Permits', and choose the type.



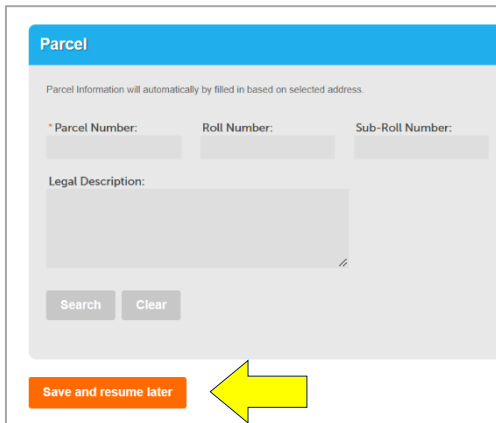
## Adding project contacts

- **The applicant** is the principal contact for the project, will receive all communications, and is responsible for the distribution of information to all project stakeholders. A [Property Owner Consent Letter](#) must be submitted if the applicant is not the property owner.
- **Secondary contacts** can be added to your application as follows:
  - Step 1: add project contact to your APLI account. Step 2: when making your permit application, include appropriate contacts from your APLI account.
  - If your application has already been submitted: contact [Service Barrie](#) for assistance.
- **System generated communications (emails)** will be sent to secondary contacts who are added as an 'Agent'.
- View the 'Managing Contacts' tutorial video in APLI for more information.

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## What to expect when you apply

- You will be asked to provide project details and supporting documentation. If you don't have everything you need up front, you can save your application for up to 60 days using the **Save & Resume** feature. You can access your saved application under 'My Records'.

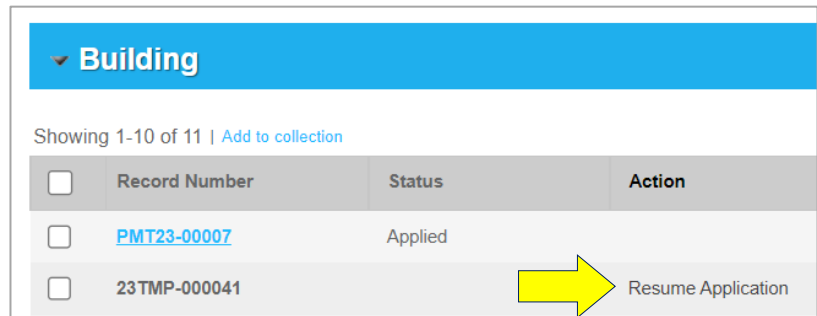


**Parcel**

Parcel information will automatically be filled in based on selected address.

\* Parcel Number:  Roll Number:  Sub-Roll Number:

Legal Description:

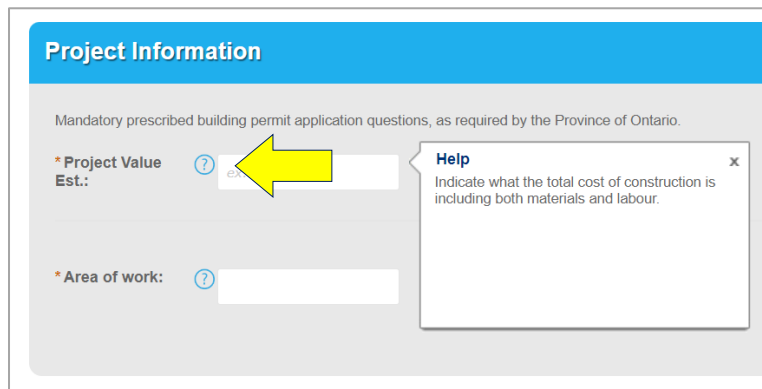


**Building**

Showing 1-10 of 11 | [Add to collection](#)

| <input type="checkbox"/> | Record Number               | Status  | Action                             |
|--------------------------|-----------------------------|---------|------------------------------------|
| <input type="checkbox"/> | <a href="#">PMT23-00007</a> | Applied |                                    |
| <input type="checkbox"/> | 23TMP-000041                |         | <a href="#">Resume Application</a> |

- Helpful information** is provided along the way. Click the question marks for more information.



**Project Information**

Mandatory prescribed building permit application questions, as required by the Province of Ontario.

\* Project Value Est.:

\* Area of work:

**Help** x

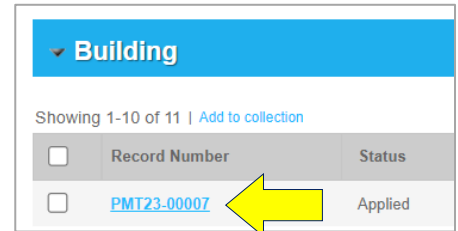
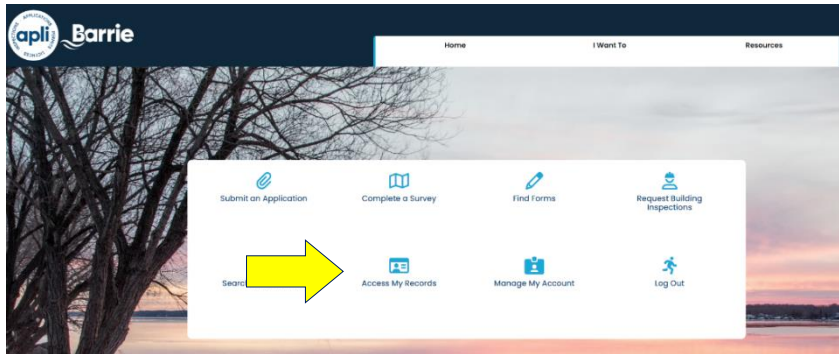
Indicate what the total cost of construction is including both materials and labour.

- Payment:** a minimum payment is required at the time of application. Additional fees, if applicable, will be identified by city staff and will be required prior to acceptance of the application. Payments under \$5,000 can be made online.

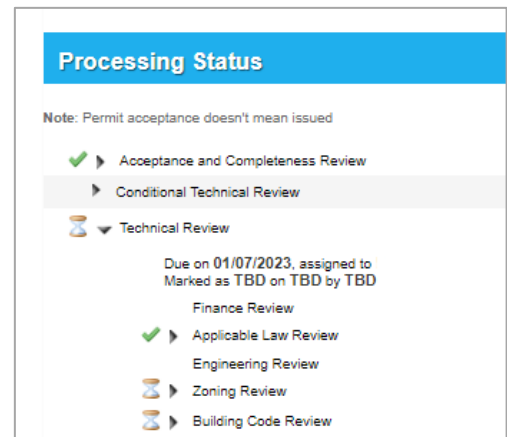
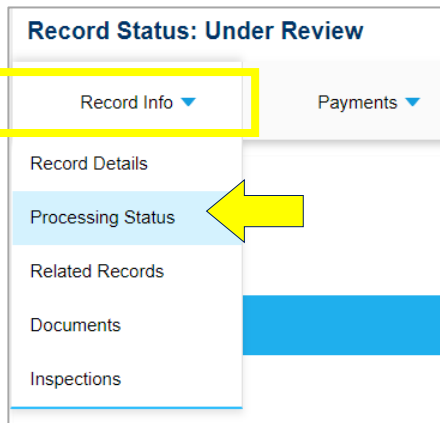
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## When your application is under review

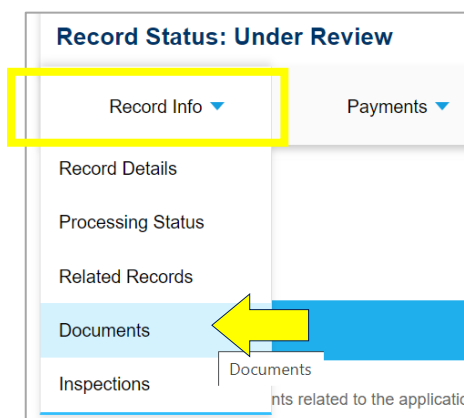
- Log in, click **'Access My Records'**, and select the record by clicking on the blue link.



- Check the status** of your application.



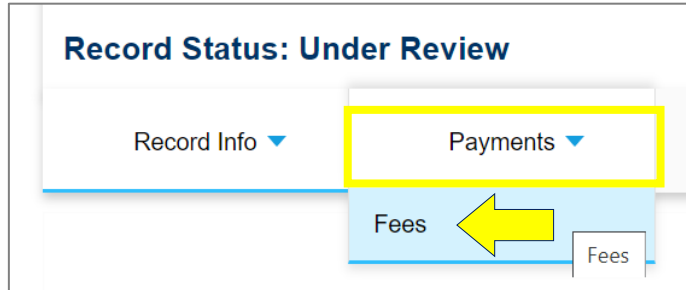
- Upload additional documents**



View the 'Accessing Records' and 'Managing Documents' tutorial videos in APLI for more information.

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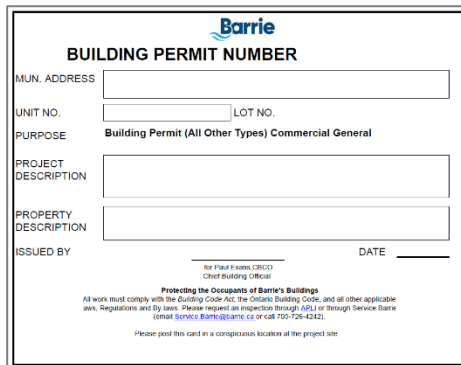
- **Submitting additional payments**



View the 'Making Payments' video in APLI for more information.

## When your permit has been issued

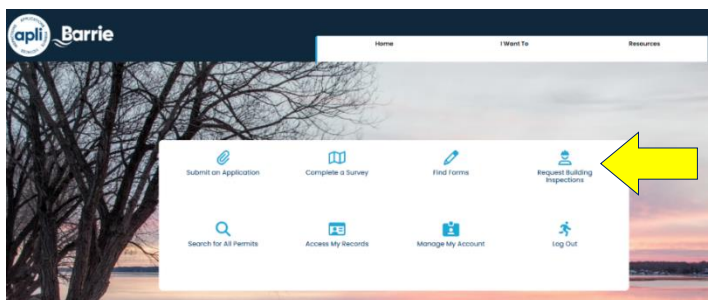
- Log in, go to 'Documents' (under 'My Records'), and download your permit package:
  - Placard
  - Required Notification for Inspection
  - Issued permit drawings
  - Any additional documents



**Print and post your placard in a visible location on the property. Issued drawings must be available onsite for all inspections.**

## Requesting building permit inspections

- Log in, click 'Request Building Inspections'.

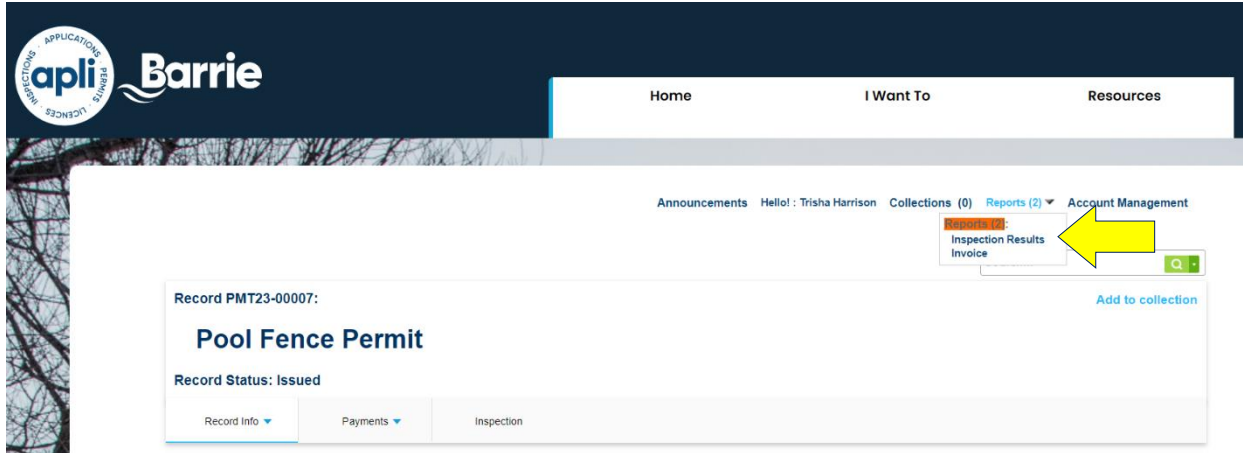


View the 'Requesting Inspections' video in APLI for more information.

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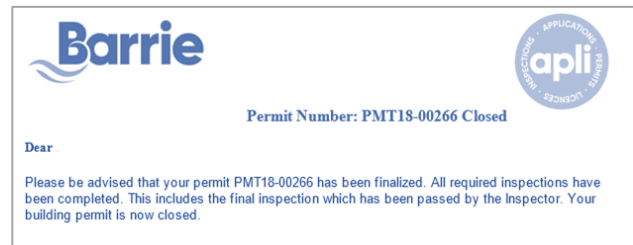
## Viewing inspection results

- Log in, select 'Reports', and click 'Inspection Results'.



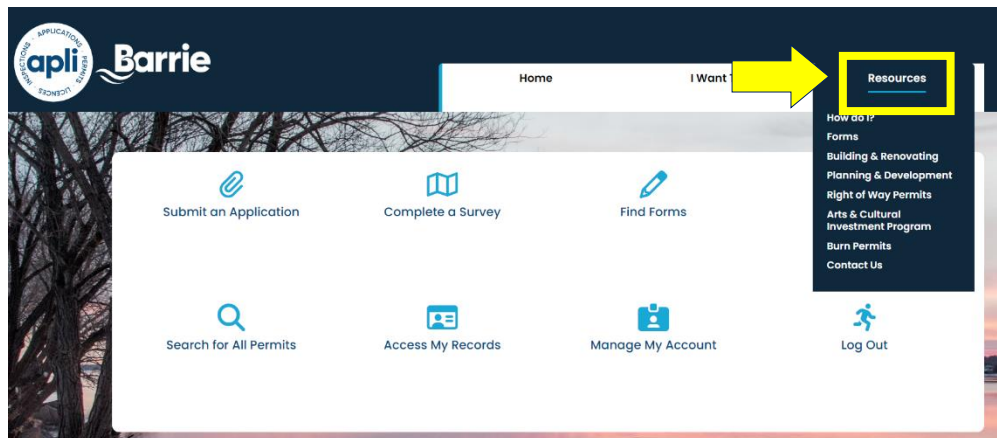
## Permit close-out

- Upon passing the final inspection, your permit will be closed.
- A confirmation email will be sent to the applicant (permit holder).



## Questions?

- View the 'Resources' tab in APLI for more information.



- Contact [Service Barrie](mailto:ServiceBarrie@barrie.ca) (ServiceBarrie@barrie.ca or 705-726-4242).