Building Permit Applications

APLI How-to Guide



January 2023

Creating an APLI account

- Visit: <u>eservices.barrie.ca</u>.
- 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 <u>Property Owner Consent</u>
 <u>Letter</u> 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.
 - o If your application has already been submitted: contact <u>Service Barrie</u> 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.

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 automatic	ally by filled in based on selected	address.
* Parcel Number:	Roll Number:	Sub-Roll Number:
legal Description:		
		11
Search Clear		
	4	
ave and resume later		

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

Mandatory prescribed building permit application questions, as required by the Province of Ontario. * Project Value Est.: * Area of work:	Project Info	rmation		
* Area of work: (?)	Mandatory prescrib * Project Value Est.:	ed building permit application question	is, as required by the Province of Ontario. Help Indicate what the total cost of construction is including both materials and labour.	×
	* Area of work:	0		

• **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.

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.

Record Status: Under Review				Processing Status
Record Info 🔻	Payments 🔻	~	Completed	Note: Permit acceptance doesn't mean issued
Record Details		7	Active	Acceptance and Completeness Review
Brassasing Status		_		Conditional Technical Review
				🔀 🛩 Technical Review
Related Records				Due on 01/07/2023, assigned to Marked as TBD on TBD by TBD
Degumente				Finance Review
Documents				Applicable Law Review
Inspections				Engineering Review
mopections				🔀 🕨 Zoning Review
]		🔀 🕨 Building Code Review

Upload additional documents



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

Submitting additional payments

Record Status: Under Review					
Record Info 🔻	Payments 🔻				
	Fees Fees				

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:
 - o Placard
 - Required Notification for Inspection
 - o Issued permit drawings
 - o Any additional documents

Barrie						
BUILDING PERMIT NUMBER						
MUN. ADDRESS						
UNIT NO.	LOT NO.					
PURPOSE	Building Permit (All Other Types) Commercial General					
PROJECT DESCRIPTION						
PROPERTY DESCRIPTION						
ISSUED BY	tor Paul Evans, CBGO					
At w	Protecting the Occupants of Barrier's Buildings protecting the Occupants of Barrier's Buildings prix must comply with the Alariting code Ard, the Otation Building Code, and all other applicable applications and by June Preserved and Interpretion Through (July at hoursy flavoure Barrier (mail Synce Extransglatmic car or Call Thor?274-242); Preserve point lines card in a compromises building at the regrets the					

Requesting building permit inspections

Log in, click 'Request Building Inspections'.



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

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

Viewing inspection results

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

- antil	A 19 YO M REPORTED FOR ADDRESS AND					
		HEAT SPA		Announcements He	IIol : Trisha Harrison Collections (0) Rep Respection Inspection Invoice	orts (2) Account Management Results
	Record PMT23-0000 Pool Fen Record Status: Issue	^{7:} ce Permit ₅d				Add to collectio

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.

arrie	Hom	e I Want	Resources
© Submit an Application	Complete a Survey	Find Forms	How do IP Forms Building & Renovating Planning & Development Right of Way Permits Arts & Cultural Investment Program Burn Permits Contact Us
Q Search for All Permits	Access My Records	Manage My Account	ي Log Out

• Contact Service Barrie (ServiceBarrie@barrie.ca or 705-726-4242).