Building Permit Applications

APLI How-to Guide
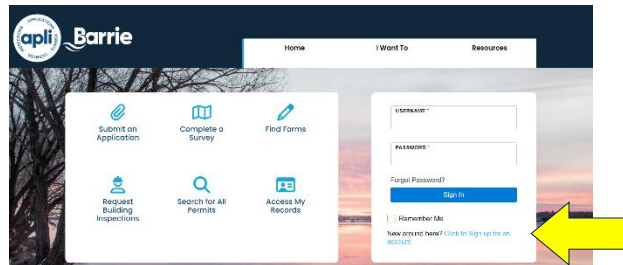
September 2025

Building Permit Applications
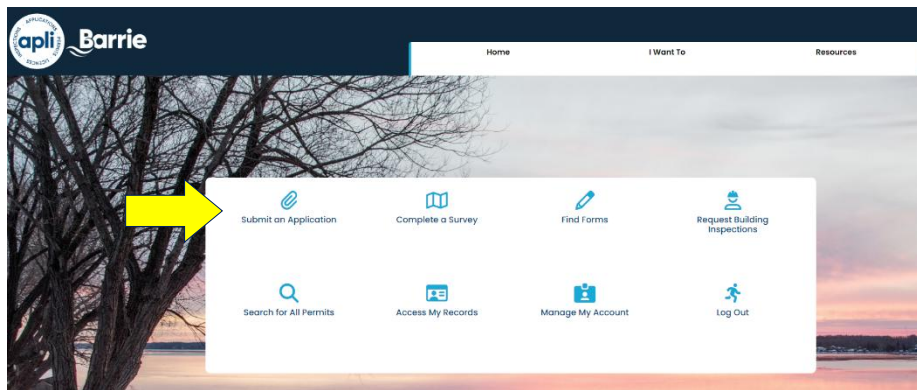# APLI How-to Guide

Creating an APLI account

- Visit: 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'.

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

- **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 up to $10,000 can be made online.
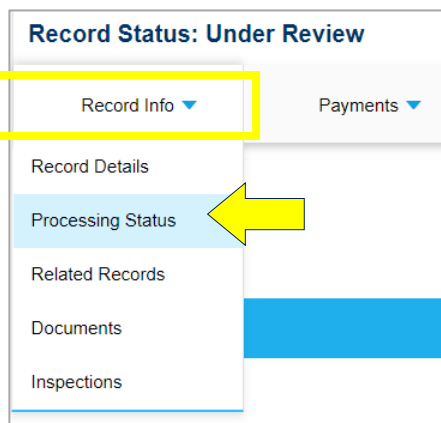
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When your application is under review

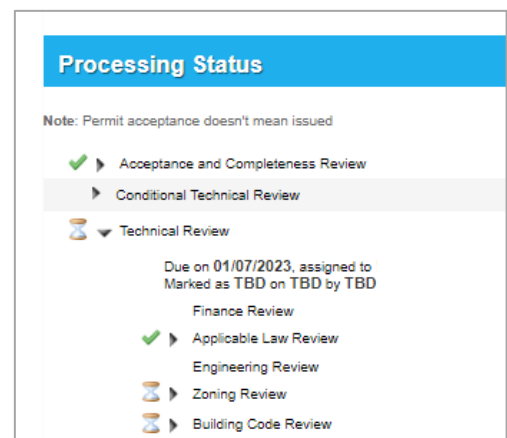- Log in, click **'Access My Records'**, and select the record by clicking on the blue link.
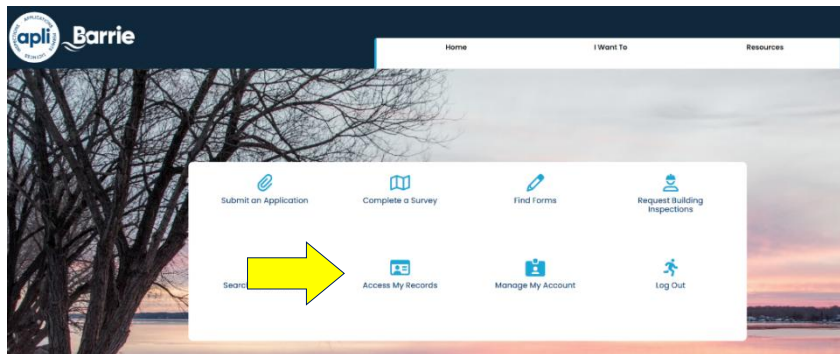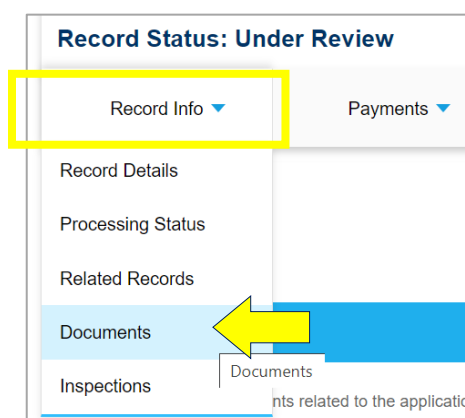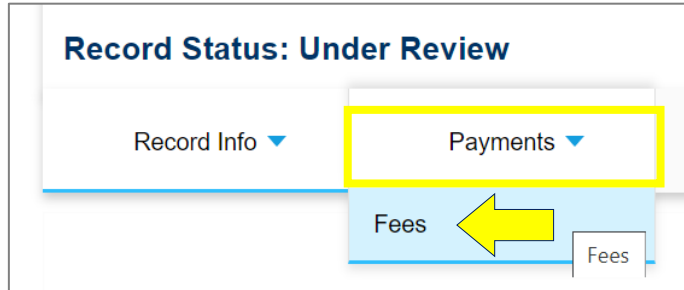

- **Check the status** of your application.

- **Upload additional documents**

View the 'Accessing Records' and 'Managing Documents' tutorial videos in APLI for more information.
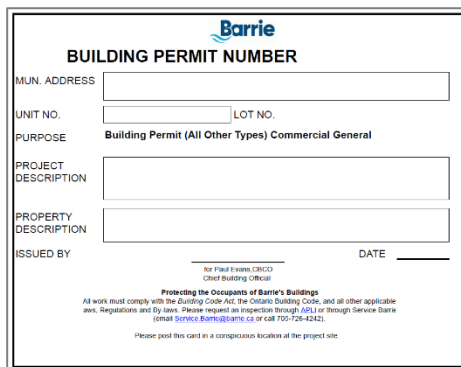
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- **Submitting additional payments**

Record Status: Under Review

Record Info ▼   Payments ▼

Fees

Fees

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

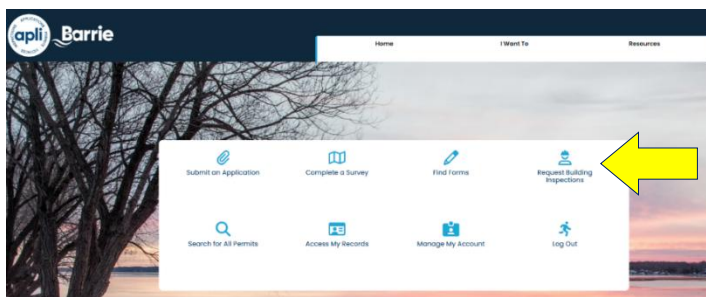## When your permit has been issued

- Log in, go to 'Documents' (under 'My Records'), and download your permit package:

  - Placard
  - Required Notification for Inspection
  - Issued permit drawings
  - 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   DATE

for Paul Evans,CBCO
Chief Building Official

Protecting the Occupants of Barrie's Buildings
All work must comply with the Building Code Act, the Ontario Building Code, and all other applicable
laws, Regulations and By-laws. Please request an inspection through APLI or through Service Barrie
(email Service.Barrie@barrie.ca or call 705-726-4242).

Please post this card in a conspicuous location at the project site.

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'.

apli Barrie

Home   I Want To   Resources

Submit an Application   Complete a Survey   Find Forms   Request Building Inspections

Search for All Permits   Access My Records   Manage My Account   Log Out

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

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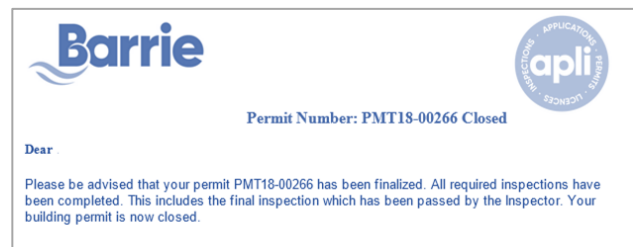# APLI How-to Guide

Viewing inspection results

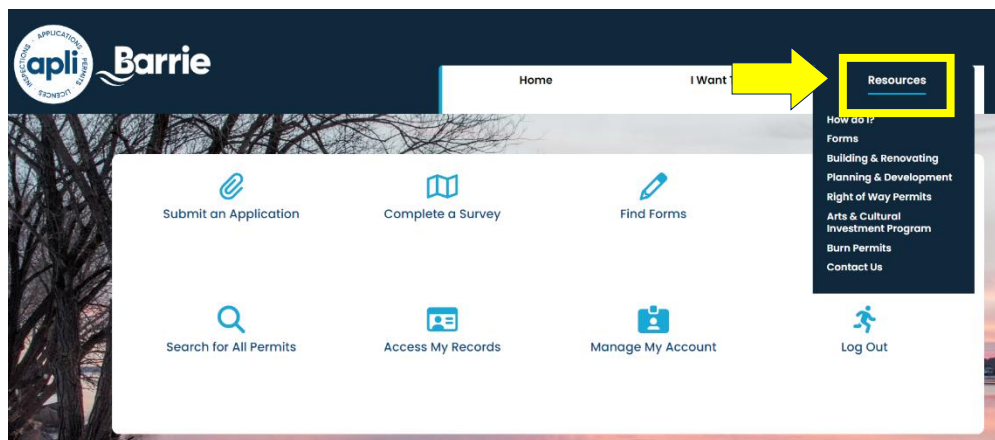- Log in, select 'Reports', and click 'Inspection Results'.
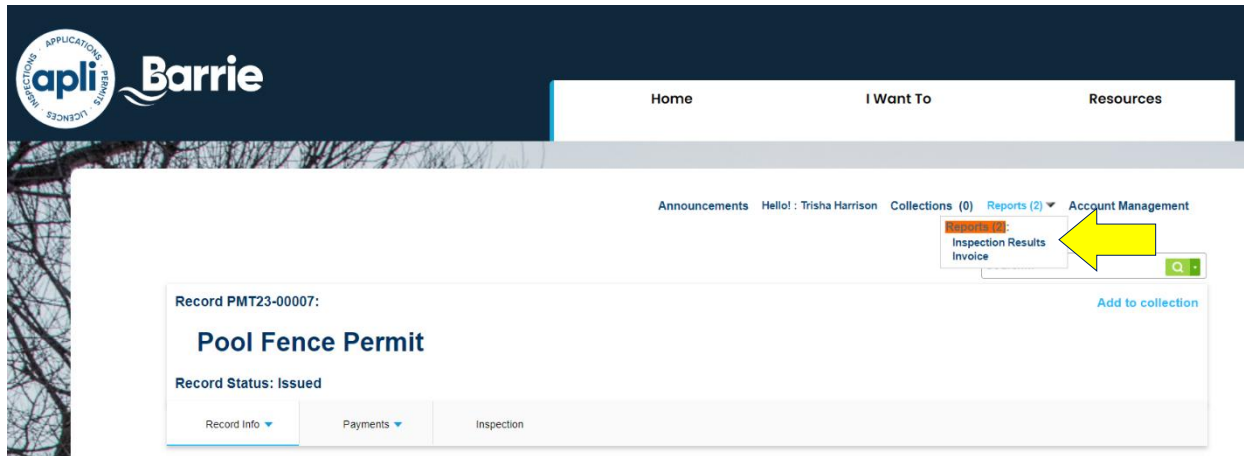
Permit close-out

- 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 (ServiceBarrie@barrie.ca or 705-726-4242).