

Application Requirements

A separate permit application is required for Site Servicing

Documents / Items Required at time of Application	
ICI Permit Drawing Requirement (Page 2 of this document)	
Permit Fees – Cash, cheque, debit, and credit cards (up to \$5,000.00)	
<input type="checkbox"/>	Building Permit Fees (refer to Fees By-law)
Pre-Approvals	
<input type="checkbox"/>	* Conditions of Site Plan signed off by: Fire, Engineering, Water, Planning, and Building
<input type="checkbox"/>	Municipal Address (Planning)
Other Forms	
<input type="checkbox"/>	Building Permit Application (online APLI permit application)
<input type="checkbox"/>	Schedule 1 Designer Information Form or Stamped Drawings by Architect and/or Engineer
<input type="checkbox"/>	Ontario Building Code (OBC) Data Matrix
<input type="checkbox"/>	Commitment of General Reviews by Architect and Engineers
<input type="checkbox"/>	Proof of compliance with applicable law(s) – Applicable Law Checklist
<input type="checkbox"/>	Energy Efficiency Design Compliance forms, signed and sealed by design professional (for new buildings and additions)
<input type="checkbox"/>	Phase 1 Environmental Site Assessment
<input type="checkbox"/>	Soils Investigation Report
<input type="checkbox"/>	Property Owner Consent Letter (if applicable)
<input type="checkbox"/>	Architectural, Structural, Mechanical, Electrical Specifications
Deposits and Payments Required prior to Permit Issuance	
<input type="checkbox"/>	Development Charges, Parkland Payment
<input type="checkbox"/>	Outstanding Building Permit Fees
Applicable Law (if regulated)	
External	
	▪ Conservation Authority (LSRCA or NVCA)
	▪ Ministry of the Environment (MOE)
	▪ Ministry of Transportation (MTO)
	▪ Ministry of Education – Child Care Centres or Demolition
	▪ Ministry of Agriculture and Food
	▪ Ministry of Community and Social Services – Senior Centres
	▪ Ontario New Home Warranties Plan
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 Service.Barrie@barrie.ca

* Executed Site Plan Agreement is required prior to issuance of a building permit

Drawing 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property lines, lot area, and statistics table
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed building foot print with setbacks to property lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing grades/elevations and proposed finished floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barrier free entrance location, curb cuts, parking, ramps, and fire routes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Firewall location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area of buildings on property (all buildings)
Y	N	n/a	Architectural Drawings stamped by an Architect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/mezzanine plans (rooms and spaces identified and dimensioned, seating layout - for finished portions of building)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reflected ceiling plan indicating emergency lighting, exit signage, and sprinkler head location (if not indicated elsewhere)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof plan, roof top equipment and required screening details, and roof drain and scupper details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building elevations and cross sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sections and details (stairs, barrier-free washrooms, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door, window, and room finish schedule (if not included in specifications)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Racking layout and height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ontario Building Code (OBC) data matrix

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Safety Drawing (travel distances, fire separations [ULC design #], exit signage, etc.)
Y	N	n/a	Structural Drawings stamped by P.Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Loads: live, dead, earthquake, wind, wind uplift, snow and accumulation, rain, landscaped terrace, and fire truck and garbage truck loads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plan (footing, caisson or pile schedule if not shown on plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor/mezzanine framing plans showing designed Specified Dead Loads (SDL) and Live Loads (LL)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof framing plan (showing SDL, snow and accumulation snow load)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upper roof framing plan (mech. penthouse, stair, roof, etc. showing designed loadings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Column, wall, and beam schedule (if not shown on plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sections and structural details pertaining to structural connections, bracings, and exterior canopies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations of lateral load and deflection analysis for building (building greater than or equal to three storeys in building height)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat slab design calculations (typical run) and all transfer slab
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Canopy Structures (lateral and uplift analysis)
Y	N	n/a	Mechanical Drawings stamped by P.Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan showing (HVAC) Duct Design and layout and radiant floor heating and layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat loss and heat gain calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan showing plumbing and drain layout and worksheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grease interceptors calculation where applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof plan showing drainage and roof mounted equipment schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler drawings and details (Fire Dept. requirements)
Y	N	n/a	Electrical Drawings stamped by P.Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans showing lighting, power, emergency lighting, exit signage, and electrical equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm system drawings including fire alarm riser details