



Your guide to
building

SECOND SUITES



October 2019



SECOND SUITES

Safe, accessible, and sustainable buildings are critical to making Barrie a healthy 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.

The process outlined in this guide is for your protection. It follows the Ontario Building Code, the *Building Code Act*, Barrie's Zoning By-law, and other applicable laws to ensure that you, your home, and the interests of your community are safe.

This guide is an outline of the typical second suite construction process. It incorporates information you should consider when you are planning your project right up to project completion and permit close-out. This is not an exhaustive list of regulations. Each building permit application is reviewed individually and your home renovation process may adapt based on your specific situation. We have endeavoured to provide you with a helpful and informative guide so you can build with confidence knowing that you and your neighbours will be safe while enjoying your residence in the City of Barrie.



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PLAN IT

The success of your project starts with proper planning. You should consider what it is that you want to build, how long it will take, your budget vs. project costs, and how to ensure quality by achieving a high end result.

This section is intended to get you thinking about the various components that could impact your project based on a typical second suite. Upon review of your proposal, other standards may apply.

Zoning

Second suites are only permitted in residential zones and in existing dwellings that have frontage on a municipal street. Buildings that are on condominium roads and other private roads are not permitted to create new second suites.

A property must be able to accommodate 2 parking spaces (at least 2.7m wide by 5.5m long) that can be back to back or side by side, but must be wholly on the private property. Parking can be provided in a garage, as long as the space in the garage meets the above noted size.


The area to be turned into a second suite is to be smaller than the area of the principal dwelling unit. Gross floor area is calculated by taking the measurements from the outside face of the exterior walls. A furnace or electrical room that services the entire building is not to be included in calculation for the gross floor area.

Only one second suite is permitted per lot. If you already have a second suite, you cannot create another.

Hire vs. DIY

When considering whether to hire an installer/contractor or do it yourself, consider your own skills, abilities, and available time carefully:

- Do you have a copy of the Ontario Building Code; do you understand it?
- Do you know the requirements of the Zoning By-law?
- Are you capable of providing code-compliant detailed drawings to scale?
 - Can you size structural elements?
 - Can you provide enough detail that anyone could construct the project?
 - Are you prepared to revise the drawings if required?
- Do you have knowledge of common construction practices?
- Do you have the tools needed to complete your project?



If you choose to hire a professional, you should protect yourself by remaining involved in and aware of the whole process. This is for your own benefit. If your hired professional cannot produce a building permit there's a chance one was never obtained. In these cases, you are liable for building without a permit.

When choosing your professional, it's always a good idea to inquire about:

- Previous projects
- Examples of work
- Years of experience
- List of references
- Qualifications

Hiring a professional can be of great value as they can reduce delays, minimize costs and help to prevent unexpected complications.

Second suite projects require specialized knowledge and expertise, whether a new construction or an improvement to an existing suite is proposed. If you have an existing second suite, additional upgrades may be required to conform to the Ontario Building Code.

Some of the items you may need to consider are listed below. Note: this is not an exhaustive list.

- Fire Separations between suites, protection of openings, and supporting structure ratings
- Design of areas, spaces and doorways including room sizes, egress width, ceiling heights
- Minimum window areas and egress requirements, spatial separation, and support for new openings
- Required life safety items including smoke detectors, smoke alarms, and number of exits
- Mechanical ventilation and heating system requirements
- Required plumbing and electrical

Note: Building Services cannot provide any consultation or design advice during or outside of the permit process.

Drawings

All required drawings must be completed by the owner of the property, or provided by a design professional qualified in the appropriate category as regulated by the Building Code.

If you're not comfortable with designing the second suites on your own, you may wish to seek the services of a Design Professional. They have the experience and technical qualifications to ensure your project is done correctly. They also have the knowledge to provide alternative solutions, and design improvement opportunities.

The benefits of hiring a design professional include:

- Experience and Technical qualifications
- Knowledge to provide alternative solutions

- Reduce delays
- Minimize costs
- Prevent unexpected complications

Permit Application

As a homeowner, you can authorize a professional to manage your building permit. In order to do so, you must sign the Property Owner Consent Letter (found at barrie.ca/renovations) and submit it together with your permit application.

Products

Determining the products/materials you will use to construct your second suite is a vital part of the design planning. This can affect your budget, overall design, and the amount of documentation that is required at the time of application.

Typically you will need to consider:

- The different types of fire separations for ceilings and walls
- Fire rated doors
- Using a single heating system (with an in-duct smoke detector) vs. using a separate HVAC system
- Window sizes for egress purposes
- Cabinetry and finishes
- Appliances including washer/dryer for required laundry facilities
- Adding Insulation between the units to reduce noise



Budget

There are many factors to consider when planning your budget. Common fees associated with constructing a second suite include:

- Design fees (Initial Design and Revisions)
- Building permit fees
- Fee to hire a contractor
- Materials

There are costs associated when creating a second suite. This can differ depending on the size of your suite and the materials you choose.

It's not uncommon for homeowners to encounter unexpected expenses during construction. It's recommended to have a reserve fund for these cases. Always get a second opinion or quote to ensure you've budgeted correctly.

Hiring a professional can result in an additional upfront expense, however, it can help to deliver your project at a lower cost.

Landlord Costs

If you are planning on renting out your second suite, there are some additional costs that may offset your rental income:

- Increased insurance costs
- Utility and maintenance bills
- Changes to your property taxes
- Cleaning costs
- Loss of rent due to non-payment or late payment
- Damage repairs due to neglectful tenants
- Eviction costs and court fees
- Vacancies during turnover periods
- Property management

Timeframe

Varying factors can impact how long it can take until your second suite is complete and safe to enjoy, such as:

- Designer workload (if hiring)
- General Contractors Schedule (i.e. Plumber, Electricians, Mechanical, etc)
- Washroom Fixture Order Time
- Kitchen Appliance and Cabinets Installation

- Fire Separations Construction
- New Entrance Ways
- General Supply Orders
- Weather (if doing outside work)

Creating a second suite or renovating an existing suite can take several months to complete. Construction timelines can be expected to vary depending on your contractor and trade professionals.

Permit Processing Times

Zoning review is a required applicable law and generally adds an additional 3-5 business days to permit processing time.

Second suites are typically reviewed within 15 business days of applicable law approval. Additional review may be necessary if revisions are requested by your Building Official due to incomplete, non-compliant, or unclear drawings.

Incomplete drawings typically cause the majority of all delays in receiving your building permit. When planning your project, you should consider allocating additional time that may be required for yourself or your designer to revise drawings, and the building official to review your revised drawings for compliance. This could add an additional 2-4 weeks or more depending on availability and complexity.

Required Building Permits

A building permit promotes life safety and provides legal permission to construct, demolish, or renovate on a property. Failure to obtain a building permit can result in delays to your project, legal action, and/or the removal of work already completed. Building without a permit can be very costly to a homeowner; practice due diligence and ensure that you obtain a building permit when required.

New Second Suites

- A building permit is required
- All second suites are required to undergo a change of use evaluation regardless of whether alterations are proposed.

Existing Second Suites

- If your second suite existed prior to July 14, 1994 and has been continually operated:
 - Apply for a Suite Registration and have your suite inspected by the Fire Department and Property Standards branches. The results of these inspections will determine if a building permit is required for alterations to your pre-existing suite.
- If your second suite existed after July 14, 1994 a Change of Use permit is required.
 - Apply for a change of use permit. Buildings older than 5 years may be reviewed under Part 11 of the Ontario Building Code offering relief from new build requirements.
 - Once you have passed your final inspection, your second suite will be automatically registered with the City.

Zoning exemptions may apply to second suites in existence prior to May 22, 1996.



Call Before You Dig

Always 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. The FREE service is available 24/7.

- What's buried underground:
 - Natural gas pipelines
 - Electrical services
 - Telephone lines
 - Television cables
 - Water pipes
 - Sewer connections
- What you can't see CAN cause a lot of damage:
 - Damaged hydro and gas lines create safety hazard to you and to others
 - Repairing damaged underground services can be costly; you could face legal action as a result
 - Digging in the wrong spot could result in a loss of service to you or to your entire neighbourhood

Applicable Law

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction contravenes an applicable law as defined by the Building Code. Use the Applicable Law Checklist (in 'Residential Permits at barrie.ca/building) to determine if an applicable law applies to your project.

These approvals are not administered by Building Services. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to application. Building Services is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Conservation Authority Permits

Your property may be regulated by a conservation authority. Contact the following to see if your property is regulated:

- Lake Simcoe Regional Conservation Authority - www.lsrca.on.ca
- Nottawasaga Valley Conservation Authority - www.nvca.on.ca

Zoning Approval

Zoning Approval under the *Planning Act* must be obtained before a permit can be issued. When you apply for a building permit Planning Services will review the application for approval.

Applicable Law Declaration

You will be required to sign a Declaration on the Applicable Law Checklist stating that you have considered the list of applicable laws that might apply to your project, and that:

- a) None apply to your project;
- b) Applicable laws do apply and you are submitting approval documents with your application; or
- c) Applicable laws apply to your project and the approvals will follow.

Timeframe

No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to Building Services.

Plans & Drawings

All drawings should be scaled and legible.

Site Plan

An overall plan of your property with locations of all buildings, landscaped areas and property lines, including driveway size, parking spaces, and setbacks dimensioned. Entrances to principal unit and second suite should be identified.

Architectural Drawings

- Floor Plans for both the principal dwelling unit and second suite
- Elevations where any changes to the building face are proposed
- Building Section showing height of ceiling through new unit
- Additional Drawings stair & fire separation details, construction notes and specifications

Mechanical Drawings (HVAC)

Required if any changes are proposed to the heating, venting, and cooling systems, if exterior space is being converted to interior, or a second suite is proposed in an accessory building. This includes heat loss and gain calculations.

Document Production

Certain documents are required to be produced by designated professionals. The production of these documents may also require the submission of supplemental information (such as reports). The applicant is responsible for submitting documents and corresponding reports from qualified parties. The chart below outlines the requirements:

Document Type	Qualifications		
	Owner	Designer	Architect/Engineer
Required Documents			
Site Plan	✓	✓	✓
Floor Plan	✓	✓	✓
Building Section	✓	✓	✓
May be Required			
Elevations	✓	✓	✓
Site Servicing	✓	✓	✓
Mechanical		M	E

✓ = Permitted to provide, (M) Mechanical Designer, (E) Engineer

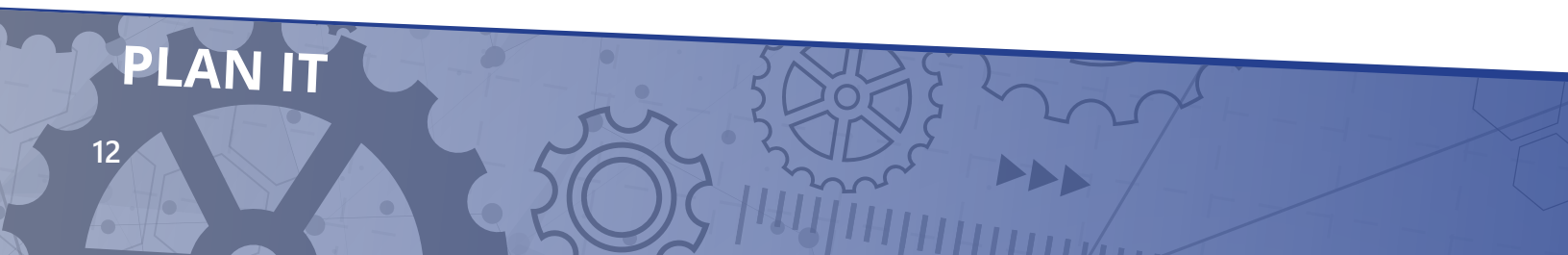
Second Suite Building Application Checklist

SUBMIT THIS APPLICATION TO SERVICE BARRIE AT 70 COLLIER STREET, 1ST FLOOR

For Office Use Only	
Date Received: _____	Permit #: _____
Subject Property or Municipal Address: _____	

If your second suite existed prior to July 14, 1994, contact Service Barrie to commence the registration process.

A: Completed Building Permit Application
B: Schedule 1 - Designer Information Form
C: Property Owner Consent Letter (if you are not the owner of the property)
D: Required Documentation: All items below MUST be included in order for this application to be accepted and processed by Building Services. Failure to provide any of the below listed documentation will result in an incomplete application. Drawings are to be legible, neat, and easily interpreted (minimum drawing size accepted is 8½" X 11" with appropriate scale). Two copies of all drawings must be submitted.
<input type="checkbox"/> Simcoe County Affordable Housing Application <input type="checkbox"/> *Yes <input type="checkbox"/> No *Please attach a copy of eligibility letter
<input type="checkbox"/> Site Plan (property sketch) showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Location of dwelling(s) <input type="checkbox"/> Landscaped areas <input type="checkbox"/> Driveway length, width, and area (measured from the property line) <input type="checkbox"/> Parking spaces with dimensions (min. 2.7m x 5.5m each) (Required to provide 1 space per unit) <input type="checkbox"/> Exterior entrance to principal dwelling unit and to second suite
<input type="checkbox"/> Floor plan drawings for both the principal dwelling unit and the second suite showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> The exterior dimensions of the principal dwelling unit (excluding a garage, porch, veranda or balcony) <input type="checkbox"/> The exterior dimensions of the second suite (excluding a garage, porch, veranda or balcony) <input type="checkbox"/> The layout of the principal dwelling unit showing dimensions of all rooms including hallways <input type="checkbox"/> The layout of the second suite showing dimensions of all rooms including hallways <input type="checkbox"/> Labelling of all rooms in each suite and shared areas <input type="checkbox"/> The exterior entrance to both the principal dwelling unit and the second suite <input type="checkbox"/> The Dwelling Unit Floor Area (DUFA) for the principal dwelling unit (DUFA is the total floor area contained within the exterior walls of a dwelling unit excluding a garage, open porch, veranda or balcony) <input type="checkbox"/> The Dwelling Unit Floor Area (DUFA) for the second suite <input type="checkbox"/> Identify all existing and proposed construction <input type="checkbox"/> Location and construction of required fire separations <input type="checkbox"/> Ceiling heights for all areas and spaces <input type="checkbox"/> Location of smoke alarms and CO detectors for each suite <input type="checkbox"/> Location and size of all windows including the glazed area and operable portion of each window (clearly labelled "new" or "existing") <input type="checkbox"/> Location of proposed and existing plumbing (clearly labelled "new" or "existing") <input type="checkbox"/> Location of proposed and existing laundry for both units (specify if shared) <input type="checkbox"/> Elevations (if there are any changes to the exterior building face or exposed building face) <input type="checkbox"/> Location of duct smoke detector device to shut off power/fuel to furnace <input type="checkbox"/> Designation of the garage space to one or both units
<input type="checkbox"/> Municipal Services (check one or both) <input type="checkbox"/> Water <input type="checkbox"/> Sewer
1. Personal information contained on this form is collected under the authority of the Ontario Building Code, Ontario Regulation 925/75 as amended; City of Barrie By-law 2009-141 and will be used to respond to requests for information on properties. Questions about this collection should be directed to the Planning and Building Services Department, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, ON L4M 4T5, (705) 739-4208.
NOTE: This Checklist confirms that the existing or proposed second suite complies with the second suite provisions of Zoning By-law 2009-141, as amended.



Fees

Building Permit fees are collected to cover Building Service's operational costs as required by the Ontario Building Code. For the most up-to-date fees please see schedule 'K' of the Fees By-law at barrie.ca/ByLaws.

May 1, 2019, fees:

- Building Permit and Inspection Fees: Total of \$9.60/m² (includes alteration fee of \$6.80/m², and change of use fee of \$2.80/m²)
- Zoning fee: \$73.04
- Re-Inspection fee: \$163.20
- Revised Part 9 Permits: \$174.80 per hour

Roles & Responsibilities:

Each stakeholder has a defined role in the building permit process; there are responsibilities attached to each role. Knowing your role in the construction and demolition permit process is beneficial because:

- It sets expectations for yourself and others;
- Helps mitigate risk as things are less likely to be missed or overlooked;
- Increases production and less energy is wasted;
- Creates a collaborative working environment with fewer discrepancies; and,
- Ultimately: it's the law.

You can contribute to the success of your project by understanding the various roles in the building permit process.

All Stakeholders involved in Building Construction & Demolition

- (1) Every person who causes a building to be constructed or demolished must ensure that:
 - a. The construction or demolition proceeds in accordance with the Building Code, the *Building Code Act*, and the Issued Permit Package provided by the City of Barrie's Building Services Department (i.e. Approved Drawings, Placard, etc.) and;
 - b. That no construction commences without an issued building permit.
 - c. Where required, ensure that construction or demolition is carried out by a qualified professional with the appropriate insurance as per the *Building Code Act*.

Applicant

- (1) The Role of the Applicant is to ensure that a complete application is submitted to the Building Services Department.
 - a. In accordance with the *Building Code Act*, Building Code, and Building By-Laws:
 - i. Drawings are required to be drawn to scale.
 - ii. Drawings require enough detail to perform both plan review and inspections, once approved.
- (2) The Applicant is the principle contact for the project and is responsible for all communication between the Building Services Department, Designers, Contractors, Owners, Prime Consultants, and any other person(s) with a vested interest in the project.
- (3) If the Applicant is not the Owner of the property on which a building will be constructed or demolished, a Property Owner Consent Letter must be provided with the building permit application.

Applicant (continued)

- (4) The Applicant must ensure that all fees associated with the proposed construction are paid upon receipt of the invoice.
- (5) Regarding revisions to building permits, the Applicant shall only schedule an inspection once the revision has been approved by the Building Services Department.
- (6) If there are any changes in major project stakeholders (i.e. Consultants, Builders/Contractors, Designers, or Owner), the Applicant must notify the City of Barrie's Chief Building Official.

Owner

- (1) The Role of the Owner is to ensure that the building is maintained, repaired, and evaluated in accordance with the *Building Code Act* and the Building Code. The Owner is also responsible for ensuring that documents, records, and other information about the building are kept safe and can be provided in accordance with the Act.

Builder/Contractor

- (1) The Role of the Builder/Contractor is to proceed with construction when a building permit required under the Act has been issued by the Chief Building Official.
- (2) The Builder/Contractor will:
 - a. Construct in accordance with the approved drawings
 - b. Use appropriate building techniques to achieve compliance
 - c. To notify the Designer and Building Inspector any changes are required to be made from the approved plans

Manufacturer / Supplier / Retailer

- (1) It is the role of the manufacturers, Suppliers, and Retailers of products that are intended for use in Ontario in the construction of a building for a purpose that is regulated by the *Building Code Act* or the Building Code to ensure that the products comply with the standards established under the Act and the Building Code.

Building Services

- (1) The Role of the Building Department is to ensure that proposed construction meets the requirements of the *Building Code Act*, Building Code, By-law, and all other Applicable Law as defined under Article 1.4.1.3. of Div A, Part 1 of the Ontario Building Code.

Plans Examiner

- (1) The Role of a Plans Examiner is to determine compliance with the *Building Code Act*, Ontario Building Code, Building By-Law, and Applicable Law prior to issuance of a building permit.
- (2) The Plans Examiner will:
 - a. Perform a review of the permit application package
 - b. Provide review comments to the Applicant in a timely manner
 - c. Issue permits once compliance is shown

Inspector

- (1) The Role of an Inspector is to determine compliance with the *Building Code Act*, Ontario Building Code, Building By-Law, and Applicable Law after issuance of a building permit.
- (2) Perform an inspection to confirm construction is in accordance with the approved plans and the Building Code. Upon inspection, the Building Inspector will:
 - a. Provide inspection reports with deficiencies found during inspection
 - b. Place an Order in accordance with the *Building Code Act*, when required.
 - c. Approve minor on-site revisions due to construction difficulties

Chief Building Official

- (1) The Role of the Chief Building Official is to coordinate and oversee the enforcement of the *Building Code Act*, Building Code, and Building By-law by establishing operation policies for the enforcement of the Act.

APPLY ONLINE

We've made it easier and faster to get a residential building permit. Through APLI you can apply for your permit online, 24/7. No trip to City Hall is needed. Here's what you do:

Create an Account

- Set up your profile
- Confirm your account
- Log-in

Apply Online

- If you don't have everything you need upfront, you can still begin the application process. Our SAVE & RESUME feature allows you to save your work and return to it at your convenience.
- You can refer to our 'How-to' guide in 'Residential Permits' at **barrie.ca/building**.

Uploading documents

- All documents submitted shall comply with the Building By-law requirements found at **barrie.ca/ByLaws**.
- Building Services will only accept certain file types when receiving digital submissions. Please see the Electronic Document Submission Standards in 'Residential Permits' at **barrie.ca/building**.

Review your submission

- You will have a chance to review your entire application prior to submission.

Pay fees

- APLI allows for online payments for building permit applications up to a maximum of \$5,000.

Visit **barrie.ca/APLI** and get started today!



Put Your Application on the *Fast Track!*

The *Fast Track* option is available for small residential projects, including second suites. In order to qualify, you must meet all of the requirements as outlined in the Application Checklist on pages 12-13.. APLI allows you to upload the completed checklist to your building permit application; this makes it clear that you're applying for *Fast Track* consideration.

Fast Track second suite applications are accepted Monday to Thursday every week and are reviewed within 5 business days of your submission. Space is limited to the first 5 complete second suite applications per week.

Permit Application Review Process:

Plans Examination

1. Applications for a shed permit shall be submitted by the owner or authorized agent to the City of Barrie.
2. Once the application has been submitted with correct documentation, it will be reviewed to determine if complete and will be either accepted, denied or deemed missing information.
 - a. Notification will be provided to the applicant.
 - b. Notification will be provided if any other agency approvals are required to be submitted.
3. Once the application has been accepted it will be distributed to various city staff for compliance review including;
 - a. Planning Services for Zoning Approval
 - b. Building Services for Building Code, *Building Code Act*, Building By-law and Applicable Law Approval
4. The applicant will be notified of any deficiency found during the review process.
5. Your permit will be issued when the application has been reviewed and found to be in compliance with all regulatory requirements.
6. The applicant will be notified of the permit issuance and advised to log into APLI to print off a copy of the approved permit documents.

The application review process will take approximately 3 business days for completion.

Communication with Building Services

During the plan examination process, the permit applicant will be notified of any other information or agency approvals required to be submitted with the application. Applicants receive notifications from APLI throughout various stages of the permit process. You can check the status of your permit application at any time through the APLI portal.

If your application is denied:

- **Incomplete Application:** A building permit application will be deemed incomplete if it does not adhere to the Application Checklist (pages 12-13). Missing items such as drawings or documents and incomplete answers are examples of an incomplete application.

A Notice of Refusal will be provided stating the reasons for being deemed incomplete and your application will not be processed until the missing information or fees owing are provided. Incomplete applications are not subject to ministry timelines.

- **Outright:** A building permit application will be denied if:
 - The application does not contain sufficient information to conduct a review
 - The application does not comply with applicable law or the Ontario Building Code requirements

If denied, your application will be cancelled and a refund will be issued in accordance with the Building By-law.

Building Permit Refunds

If your building permit application has been denied or if you wish to cancel your application, you will be issued a refund. All refunds are issued in accordance with the City of Barrie's Building By-law 2013-070:

- 80% of the permit fee is to be refunded if only administrative functions have been performed
- 45% of the permit fee is to be refunded if administrative and plan examination functions have been carried out
- 35% of the permit fee is to be refunded if the permit has been issued and no field inspections have been performed
- 5% of the permit fee shall additionally be deducted for each field inspection that has occurred
- No refund shall be provided if the total of the refund is less than \$50.00

Note: an inspection of the property may be required depending on the permit stage.

COMPLETE IT

Project Site Requirements

Permit Placard

Print your permit placard and post it in a conspicuous location at the project site.

Approved Drawings & Documents

A scalable and legible hard copy of the approved permit drawings and supporting documentation are required to be available on-site for use by the Inspector during your building permit inspections.

Inspections

Mandatory inspections are required at certain stages of construction or demolition as regulated under the Ontario Building Code and Building By-law in order to confirm that building standards are being met. The Inspector will record observations and provide an Inspection Report which will detail the findings of the inspection.

Building inspections will be conducted within two business days in accordance with Division C, Sentence 1.3.5.3.(1) of the Ontario Building Code. The time period to conduct the inspection starts on the business day after the request was made, excluding weekends and statutory holidays.

How to Schedule

Once your building permit has been issued, you can log on to APLI and schedule your inspection.

You must provide the contact information for the person who will be on-site during the inspection. There is an option to do this in APLI.

If you need to reschedule or cancel a booked inspection, please do so as soon as possible in order to avoid a re-inspection fee.

Barrie	
BUILDING PERMIT NUMBER PMT19-01234	
MUN. ADDRESS	123 HORSESHOE LANE
UNIT NO.	LOT NO.
PURPOSE	RESIDENTIAL DECK
PROJECT DESCRIPTION	NEW REAR DECK
PROPERTY DESCRIPTION	
ISSUED BY	Jane Doe Deputy Chief Building Officer
DATE	01/15/2019
<small>Please call (705) 735-4281 to request inspections. Please post this card in a conspicuous location at the project site.</small>	

Upon booking your inspection, the Inspector will contact the identified on-site person the morning following the request to provide the tentative date and time of inspection.

Note: sometimes inspection times need to change. If this occurs, the requestor will be contacted as soon as possible.

Required Inspections

All second suites are required to have a pre-construction meeting on-site with the Inspector prior to any construction. This will determine the subsequent required inspections and allow the building inspector a chance to review the scope of the proposed project. The subsequent inspections will likely include the following:

- Framing
- Insulation
- HVAC
- Plumbing
- Fire Separations
- Final Interior Inspection

If a basement entrance is proposed, you will be required to have these additional inspections:

- Footing
- Foundation
- Exterior Final Inspection

On-site Safe Inspection Requirements

- Someone must be present on-site to meet the inspector
- Ensure all work remains exposed until inspected and approved
- Printed approved building plans and drawings must be available on-site for the Inspector to review
- Provide suitable and safe on-site access for an efficient inspection (providing stairs and ramps with handrails, no ladders, etc.)

Your Inspection

Building inspectors will perform the required inspections to review the project for compliance with the approved building permit documents and the Ontario Building Code.

The screenshot shows a web form titled "Schedule/Request an Inspection". The form includes the following sections and fields:

- Inspector Type:** A dropdown menu.
- Location and Contact:** A section header with a note: "Verify whether the location and contact person for the selected inspection are correct".
- Location:** A text input field.
- Contact:** A text input field.
- Change Contact:** A dropdown menu with two options:
 - Select an existing contact
 - Specify another person (for this inspection only)
- First Name, Middle Name, Last Name:** Three text input fields.
- Phone Number:** A text input field with a small "1" icon.
- Buttons:** "Submit" and "Cancel" buttons are located below the "Change Contact" section. "Continue", "Back", and "Cancel" buttons are located at the bottom of the form.

You will receive an inspection report by email once your inspector has completed and documented their inspection.

If permit drawings are not available on-site for the inspector to review, your inspection will fail.

Passing an Inspection

You are ready to move on to the next stage of construction. In the case of a final inspection, you will move on to permit close-out.

Failing an Inspection

If you receive a fail on your Inspection Report, you will be required to rectify the deficiencies listed and schedule a follow-up inspection.

If permit drawings are not available on-site for the Inspector to review, your inspection will fail.

Any proposed changes to the approved permit drawings or documents must be approved by Building Services prior to calling for an additional inspection. You can submit revised drawings and documents through APLI. Once uploaded, the Inspector will be notified to review your submission. This is to ensure your proposed revisions are approved before proceeding with any construction changes. Changes may require an additional review and are not subject to timelines prescribed by the Ontario Building Code.

A re-inspection fee will apply if more than two failed inspections have been previously conducted.

Construction Tips

It is important to keep nearby residents informed of your building plans and ensure your construction site is kept safe for both you, your neighbors and construction workers.

- Protect your neighbor property, trees and plants. Make sure construction operations do not impact you neighbors landscaping;
- Put protective boarding or temporary fences around trees and shrubs;
- If using portable toilets, place away from neighbors homes and out of sight if possible;
- Do not litter on your neighbour's property
- Respect your neighbour's parking needs and don't block their driveway
- Do not burn construction waste
- Do not leave any potentially dangerous building materials, equipment or vehicles unattended — secure to prevent injuries
- Insist that your workers wear and use proper safety equipment, such as approved hard hats and protective equipment

Permit Close-out Procedure

Upon passing the final inspection, you will receive an email containing your Inspection Report. The Inspector will proceed to close your building permit file. You will also receive a notification on APLI advising that your permit has been closed.

Second Suite Registration

Registering your second suite advises all City departments and other agencies that there are two separate units on the property. There can be legal implications for not registering your second suite.

There are many benefits to registering your second suite including:

- Additional garbage collection
- Accurate addressing
- Emergency Services
- Property value
- Tenants know their suite is safe

Once your second suite has passed all the required inspections, you must send the final inspection report to Service Barrie. It can be sent by e-mail or dropped off with your e-mail, name, and phone number attached. This will activate the registration process.

Second Suites Checklist

Below is a high-level checklist of the main items you will need to complete in order to construct your second suite:

PLAN IT	<p><input type="checkbox"/> Do you have the required approvals? (all items below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> My property is zoned to permit a second suite <ul style="list-style-type: none"> • The property has frontage on a municipal street in a residential zone and can accommodate 2 parking spaces (2.7m x 5.5m) wholly on the property. Parking can be provided in a garage, as long as the space in the garage meets the above noted size • The area to be turned into a second suite is smaller than the area of the principal dwelling unit and is at least 35m² • It is the only second suite on the property
	<p><input type="checkbox"/> Do you need a building permit? (one item below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, my proposed second suite is new <input type="checkbox"/> Yes, my second suite was previously constructed without a building permit and has not been registered <input type="checkbox"/> My second suite may have been built prior to July 14, 1994, and requires an inspection by Barrie Fire & Emergency Services and Property Standards (contact Service Barrie)
	<p><input type="checkbox"/> Are your plans scaled, legible and complete? (one item below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will create my own drawings <ul style="list-style-type: none"> • Must include a site plan and floor plan specifications found in the Second Suite Building Application Checklist 'Second Suites' in barrie.ca/Renovations <input type="checkbox"/> I will hire a design professional to create drawings <ul style="list-style-type: none"> • A design professional helps to ensure that your project complies with the Ontario Building Code
APPLY ONLINE	<p><input type="checkbox"/> Can you apply online? (all items below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, anyone can apply online by visiting barrie.ca/APLI to create an account and follow the steps
	<p><input type="checkbox"/> Have you paid all fees associated with constructing your second suite? (check all applicable items)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building permit fees (Alteration fees and Change of Use Fees) <input type="checkbox"/> Zoning fees
COMPLETE IT	<p><input type="checkbox"/> Has your permit been issued? (all items below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, you can start construction
	<p><input type="checkbox"/> Have you scheduled your required inspections? (all items below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Construction Inspection <ul style="list-style-type: none"> • Required inspections will be determined during the pre-construction inspection. They could include: Framing, Plumbing, HVAC, Insulation, Fire Separations, Final Interior, and Final Exterior. If a new basement entrance is proposed, other inspections apply.
	<p><input type="checkbox"/> Have you registered your second suite? (all items below must be completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact Service Barrie to begin the registration process <p>Note: there can be legal implications for not registering your second suite. Registration advises the City and other agencies that there are 2 separated units on the property. The benefits to registering are: additional garbage collection, accurate addressing, emergency services, property value, and tenants know their suite is safe.</p>

CONTACT US

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