

Table of Contents

How to Apply	2
Location Information	2
Applicant Information	3
Recipient Information & Unit Number	3
Application Information	4
Zoning Compliance Letter.....	5
Building Compliance Letter	5
Engineering Record Request.....	6
Attachment	7
Review	9
Pay Fees	10
Entering Credit Card Information	11
Payment Acknowledgement	12

How to Apply

1. Go to **eservices.barrie.ca**.
2. Login or create a new account.
 - a. If you have created a new account, please check your junk or spam folder for an APLI account verification email from **eservices@barrie.ca**. You must click the verification link in that email to activate your account before you can log in and submit your application.
3. Click on **Submit an Application**.
4. Click on “apply [here](#)” to start the application.
5. Read the disclaimer information and check the box that you have read and accepted the terms.
6. Click **Continue Application**.

Location Information

1. Enter a City of Barrie address by entering a street number, street name, street type, and street direction (if applicable) in each field and then click **Search**.
2. If the address is found successfully, the parcel information including legal description and roll number will be displayed.
3. Click on **Continue Application**.

Compliance Letter Request

1 Location Information 2 Application Information 3 Review 4 Pay Fees 5 Payment Acknowledgement

Step 1: Location Information > Location and People * Indicates a required field.

Property Address of Inquiry (1 property per application)

Address Found successfully

*Street No.: *Street Name: Street Type: Direction:

Parcel

Legal Description:

Roll Number: Sub-Roll Number:

Applicant Information

- To add in details for who is applying for the compliance letter, select the **Select from Account** button (in blue).
- If the applicant information is different than the information (name, address, email address) that was registered, then select the **Add New** button (in blue) where you can provide alternative applicant information.

Recipient Information & Unit Number

1. Type in the full name of the “Who should the Compliance Letter be addressed to (Attention):” field. The name typed in this field will be displayed on the Compliance Letter as “Attention: Name ”.
2. If the property of the address has a unit number, you can type in the unit number in the “Property UNIT NUMBER for the property (if applicable):” field.

3. Click on **Continue Application**.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Recipient Info & Unit Number

Who should the Compliance Letter be addressed to (Attention):

Provide UNIT NUMBER for the property (if applicable):

Application Information

1. Select the applicable compliance letter(s) you wish to apply for.

Please complete all applicable fields for your Compliance Letter

APPLICATION RESPONSES: Applications are completed in the order of date received upon receipt of payment. It is our mandate to try and complete these requests within 15 business days. Individual emails for each type of information you have requested will be sent to you and will also be available on the APLI Customer Portal when each letter has become available.

FEES: Please refer to the [Property Compliance Letter Request](#) page on Barrie.ca for a list of compliance letter fees.

Ontario Fire Code

Inspection History Compliance Letter:

Environmental Waste Disposal Site Inquiry:

Zoning Compliance Letter:

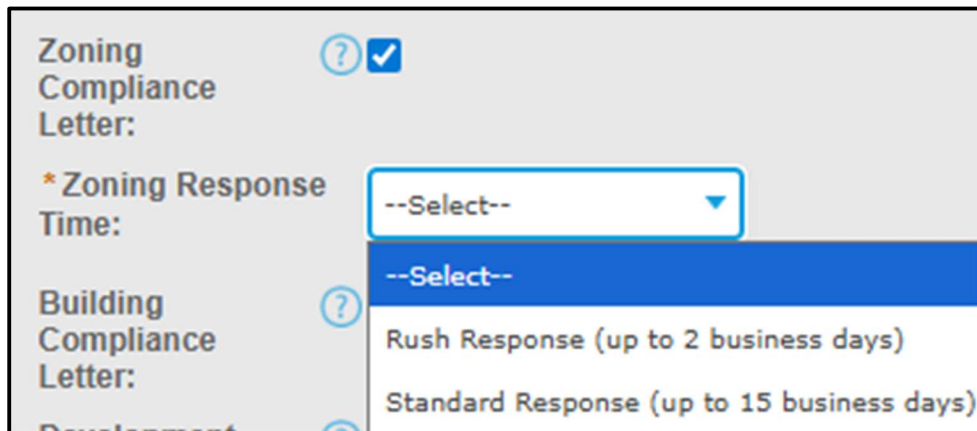
Building Compliance Letter:

Development Charges, Community Benefits, and Park Levies Compliance Letter:

Engineering Record Request:

Zoning Compliance Letter

- a. If you are applying for a Zoning Compliance letter, once the **Zoning Compliance Letter** checkbox is selected, the Zoning Response Time drop-down must be selected to choose how quickly you would like the letter sent to you:
 - Rush Response up to 2 business days – this has higher fee amount for a rush response
 - Standard Response up to 15 business days.



The screenshot shows a form with the following elements:

- Zoning Compliance Letter:** A checkbox with a question mark icon is checked.
- *Zoning Response Time:** A dropdown menu is open, showing the following options:
 - Select--
 - Select--
 - Rush Response (up to 2 business days)
 - Standard Response (up to 15 business days)
- Building Compliance Letter:** A checkbox with a question mark icon is visible below the dropdown.

Building Compliance Letter

- b. If you are applying for a Building Compliance letter, once the **Building Compliance Letter** checkbox is selected, *Additional Information – Building* section will need to be completed. Select the applicable checkboxes:
 - **Building Permits (including occupancy granted)**
 - If Building Permits is selected, you will must select additional checkboxes below to indicate if you would like information about *Active* and/or *Closed* building permits.
 - **Building Complaints/Building Code Orders or Notices.**

Building Compliance Letter: ?

Development Charges, Community Benefits, and Park Levies Compliance Letter: ?

Engineering Record Request:

* Please state the purpose of your request:

Additional Information - Building

Building Permits (including occupancy granted):

Building Complaints/Building Code Orders or Notices:

Active Building Permits:

Closed Building Permits:

Engineering Record Request

- c. If you are applying for an Engineering Record Request, after selecting **Engineering Record Request**, you must complete the following fields:
- **Engineering Purpose** – Select the reason for your request from the drop-down menu.
 - **Engineering Purpose Additional Information** – Select the checkbox(es) corresponding to the drawing plan(s) you wish to receive.
 - **Related Reports** – Indicate whether you would like to receive any reports associated with the selected drawing plan(s) by selecting **Yes** or **No**

Engineering Record Request: ?

* Engineering Purpose:

Additional Information - Engineering

City Project Information:

Select applicable Drawing Plan(s) you would like to receive:

Plan and Profile:

Grading Plan:

Pavement Markings Plan:

Storm Pond Plan:

General Servicing Plan:

Landscaping Plan:

Storm Drainage Plan:

Traffic Signalization Plan:

General Notes Plan:

Sanitary Drainage Plan:

Street Lighting Plan:

Detail Plan:

* Do you need related reports to the above drawing plan types?:

2. Click on **Continue Application** to proceed.

Attachment

1. On the **Step 2: Application Information > Engineering Map Location** page:
 - a. If you did **not** select **Engineering Record Request** on the previous page, click **Continue Application** to proceed to the next step.
 - b. If you selected **Engineering Record Request**, you will be required to upload a map image identifying the area for which records are being requested. Providing a map image will assist staff in locating and providing the most relevant engineering records for your request.

c. Click **Add** to upload the map image file.

d. Click **Add** in the *File Upload* screen

e. Select the file from your computer to upload and click **Open**

f. Click **Continue** in the *File Upload* screen once it has fully uploaded

g. Click **Save** to save the uploaded document

Attachment: Please provide a map of the request area

If you have selected Engineering in the previous step, please provide a map of the request area.

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Type:
Location Map Remove

File:
Accelea Mobile.mp4
100%

Save Add Remove All

Save and resume later Continue Application »

h. Click **Continue Application** to proceed to the next page

Review

1. In the Review section, please review all information submitted in the application and click the blue, **Edit** button if necessary. This will allow you to edit any incorrect information you have previously entered.
2. Once your review is complete, you must click the checkbox at the bottom of the page, to indicate that you agree to the certification.
3. Click **Continue Application**.

Compliance Letter Request

1 Location Information 2 Application Information 3 Review 4 Pay Fees 5 Payment Acknowledgement

Step 3: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Compliance Letter Request

Property Address of Inquiry (1 property per application) Edit

Pay Fees

1. This section will list the applicable fee amounts due for each compliance letter you have selected. By clicking, Continue Application, you will be re-directed to a payment processor (WORLDLINE) to process your online payment via credit card.
 - a. If you wish to defer the payment so that you can send in a cheque (with the record number written on it) or make payment in office, then you can select “pay later” button shown in blue.

Please note: this can cause delays in receiving your compliance letter. It is recommended that you proceed with making the online payment.

- b. If you have selected an **Engineering Record Request** in this application, you will receive an email within **15 business days** containing a quote for the cost of any engineering records identified through the search.

If you wish to obtain the records listed in the quote, you may submit payment online by clicking the link provided in the email. Once payment has been received, staff will process your request and provide the requested documentation via email.

2. Click **Continue Application**.

Compliance Letter Request

1 Location Information	2 Application Information	3 Review	4 Pay Fees	5 Payment Acknowledgement
------------------------	---------------------------	----------	------------	---------------------------

Step 4: Pay Fees

Listed below are the minimum fees based on the information you submitted with your application. Please note that additional fees may be applicable following a review of your file.

For additional information, please refer to the [Fees By-Law](#). For payment inquiries, contact [Service Barrie](#).

An online payment is recommended to complete your application. You will be redirected to a payment gateway to complete your transaction. A copy of your receipt will be made available on the portal and will be emailed to the applicant.

Alternatively, an in-person payment can be made at Service Barrie at 70 Collier Street, Barrie following submission of this application. You will need to provide Service Barrie with the record number shown at the end of this application. **Please note: If you are choosing to pay in person, this could cause delays in receiving your compliance letter. Your application will not be processed until payment has been received. If payment is not received within 15 business days, your application will automatically close.**

To pay via Credit Card, please hit the Continue Application button.
To pay in-person, please hit the "Pay Later" button(s) next to the fee listing(s), then hit the Continue Application button once there are no fees present on the screen.

Application Fees

Fees	Qty.	Amount
------	------	--------

Entering Credit Card Information

1. Type in each field to enter the credit card information and the billing information. Make sure that the billing information matches the card holder's information, including the **postal code**.
2. Click **Submit Payment**. Once you have done that, please wait until the payment has been processed.

Card		
Name on card		
Card number		
01	2026	Card cvd
BILLING ADDRESS		
Name		
Email		
+1	Phone number	
<input checked="" type="radio"/> Mobile	<input type="radio"/> Home	<input type="radio"/> Work
Address line 1	Address line 2	
City	Postal/zip code	
Ontario	Canada	
Submit payment		
Cancel		
Visa, Mastercard, Discover, Amex and INTERAC Online are accepted.		

Payment Acknowledgement

You're all set! Your record number is displayed on this final page for your reference.


Individual compliance letters will be emailed to you within **15 business days** (or 2 business days for a Zoning Rush Response).

Please check your junk/spam folder, as the email may be filtered there once it is issued.

Compliance Letter Request

1 Location Information 2 Application Information 3 Review 4 Pay Fees 5 Payment Acknowledgement

Step 5: Payment Acknowledgement

 Your application has been successfully submitted. Please make note of your record number for future reference.

Thank you for using our online services.
Your Record Number is CL [REDACTED]

The completed letter response(s) will be sent to the email you have provided in your APLI account within 15 business days (2 business days for a Zoning Rush Response).

Please note: if you chose to pay in-person, this could cause delays in receiving your compliance letter. Your application will not be processed until payment has been received. If payment is not received within 15 business days, your application will automatically close.

If you have any questions about this application, please contact service.barrie@barrie.ca.