



By-law 2026-066

Building By-law

This By-law printed under and by the authority of the Council of the City of Barrie

A By-law of the Corporation of the City of Barrie to regulate the administration and enforcement of the *Building Code Act* regarding the Construction, demolition or the change of use of buildings.

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Bill No. 066



BY-LAW NUMBER 2026-066

A By-law of the Corporation of the City of Barrie to regulate the administration and enforcement of the *Building Code Act* regarding the Construction, demolition or the change of use of buildings.

WHEREAS Subsection 3.(1) of the *Building Code Act*, S.O. 1992, c.23 as amended, delegates to the Council of each municipality in Ontario the responsibility for the enforcement of the Act within their municipality;

AND WHEREAS Subsection 3.(2) of the *Building Code Act*, S.O. 1992, c.23 as amended requires the Council of each municipality in Ontario to appoint a *Chief Building Official* and such *Inspectors* as are necessary for the enforcement of the Act within their municipality;

AND WHEREAS Section 7 of the *Building Code Act*, S.O. 1992, c.23 as amended empowers the Council of a municipality to pass certain by-laws respecting the administration and enforcement of the Act and the *Ontario Building Code* through the prescribing of classes of *Permits*, submission of *Applications*, collection of fees, notifications for inspections, etc.;

AND WHEREAS by Resolution 2026-A-113 the Council of The *Corporation* of the *City* of Barrie deems it expedient to regulate the administration and enforcement of the *Building Code Act* regarding the *Construction*, demolition or the change of use of buildings;

NOW THEREFORE the Council of the *Corporation* of the *City* of Barrie enacts as follows.

1. Short Title – The Building By-law

1.1 This By-law may be cited as the Building By-law.

2. Definitions

2.1 In this By-law:

- 2.1.1. Words and phrases used in this by-law that are not included in the list of definitions in this section shall have the meanings that are commonly assigned to them in the context in which they are used, considering the specialized use of terms by the various trades and professions to which the terminology applies.
- 2.1.2. “*Abandoned*” means having no apparent intension of continuing with the project.
- 2.1.3. “*Act*” means the *Building Code Act*, S.O. 1992, c.23 as amended;
- 2.1.4. “*Additional Residential Unit*” means a self-contained residential dwelling unit ancillary to an existing dwelling unit and may be located within the principal building or within an accessory building on the same lot as the principal building.
- 2.1.5. “*APL*” means the digital *Application*, *Permits*, license and inspection portal where: *Building Permit Application* shall be submitted using the format as determined by the *Chief Building Official*, and Inspection shall be request for the required stages of *Construction*.

- 2.1.6. “*Applicant*” means the *Owner* of a building or property who applies for a *Permit* or any Person authorized by the *Owner* to apply for a *Permit* on the *Owner’s* behalf, or any Person or *Corporation* empowered by statute to cause the *Construction* or demolition of a building or buildings and anyone acting under the authority of such Person or *Corporation*. The *Applicant* is the principal contact for the project, is solely responsible for the distribution of information to building project stakeholders and is responsible for managing the *Permit* throughout the entire *Permit* process. For the purposes of a *Certified Model*, where no property exists, the *Applicant* is considered the individual or organization that intends to construct based on an approved certified mode.
- 2.1.7. “*Applicable Law*” means the list of statutory requirements of the provisions with respect to the matters found in Article 1.4.1.3. of Division A of the *Building Code*;
- 2.1.8. “*Application*” means a request for *Permit* submitted to the *Chief Building Official* for *Construction* or demolition of a building or part thereof or to perform *Work* to change the use of a building or part of thereof, or to occupy a building or part thereof, as regulated by the *Act* and the *Building Code* and *Permit Application* shall mean the same.
- 2.1.9. “*Architect*” means a holder of a license, certificate of practice or a temporary license, issued under the Architects Act.
- 2.1.10. “*Authorized Agent*” means any Person who has been authorized by the *Owner* to act on their behalf as the *Applicant*.
- 2.1.11. “*Barrie’s Fees By-law*” means the *Corporation’s* by-law prescribing the fees for *Permits* and related services that is in force and effect on the day an *Application* for a *Permit* is accepted or on the day the related service is provided and *City’s Fees By-law* shall mean the same;
- 2.1.12. “*Building*” means a building as defined in subsection 1(1) of the *Act*.
- 2.1.13. “*Building Code*” means the regulations made under Section 34 of the *Act*.
- 2.1.14. “*Certified Model*” means a unique building design for a proposed single family dwelling, duplex, triplex or quadplex that is intended for the repeated *Construction* of essentially identical buildings pursuant to separate *Permits* issued under the *Act*.
- 2.1.15. “*Chief Building Official*” means the Person appointed by Council under subsection 3(2) of the *Act* for the purposes of enforcement of the *Act* and this By-law.
- 2.1.16. “*Construction*” means construct as defined in Subsection 1(1) of the *Act*, and *Construction* shall mean the same.
- 2.1.17. “*Corporation*” means the *Corporation* of the *City* of Barrie, and *City* shall mean the same.
- 2.1.18. “*Finished Grade*” means the highest level of the ground within 1.22m (4’-0”) measured horizontally from the face of the foundation wall and “*Ground Level*” and “*Finished Ground Level*” and any other similar reference shall mean the same.
- 2.1.19. “*Foundation Only Permit*” means permission or authorization given in writing from the *Chief Building Official* to construct that part of a building up to and including the first-floor assembly and may include underground plumbing appurtenant to the building.
- 2.1.20. “*Incomplete Application*” means an *Application* for a *Permit* that does not comply with any or all of the requirements for issuing a *Permit* as prescribed in subsection 8(2) of the *Act*.
- 2.1.21. “*Inspector*” means an *Inspector* appointed by the *Chief Building Official*, as delegated by Council, for the purposes of enforcement of the *Act* and *Ontario Building Code*.

- 2.1.22. “*Owner*” includes, in respect of the property on which the *Construction* or demolition will take place, the registered *Owner*, a lessee and a mortgagee in possession.
- 2.1.23. “*Permit*” means permission or authorization given in writing from the *Chief Building Official* to construct, to demolish, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Act* and the *Building Code*.
- 2.1.24. “*Permit Holder*” means the *Owner* to whom a *Permit* has been issued or where a *Permit* has been transferred, the new *Owner* to whom the *Permit* has been transferred.
- 2.1.25. “*Professional Engineer*” means a Person who holds a license or a temporary license under the *Professional Engineers Act*.
- 2.1.26. “*Person*” means a natural Person, firm, partnership, *Corporation* or association, and includes the *Owner*.
- 2.1.27. “*Registered Code Agency*” means a Person that has the qualifications and meets the requirements described in the *Act*.
- 2.1.28. “*Security*” means a certified cheque or an irrevocable letter of credit as indicated in an executed Agreement which shall constitute financial *Security* to secure the *Owner’s* obligations under said Agreement.
- 2.1.29. “*Total Floor Area*” means the total area of all floors above and below grade enclosed by the outside surface of the exterior walls or exposed structural columns of a building (including without limitations; stairways, elevator shafts, storage rooms, and mechanical rooms) and shall include exterior balconies/decks and/or rooftop amenities where occupants of the building may gather.
- 2.1.30. “*Work*” means the *Construction* or demolition of a building or part thereof, as the case may be.

3. Classes of Permits

- 3.1 The classes of *Permits* with respect to the *Construction*, demolition, change of use and occupancy of buildings shall be as set out herein.
 - 3.1.1. A **Full Building Permit** is a *Permit* required under Subsection 8(1) of the *Act* for the *Construction* of a building or part of a building and may include the *Construction* of all related sub-systems such as plumbing and mechanical systems that are regulated by the *Building Code*.
 - 3.1.2. A **Foundation Only Permit** is a partial *Permit* for that part of a building that may include the footings and foundations up to grade, underground plumbing, first floor framing and foundation backfill; but does not include site servicing.
 - 3.1.3. A **Conditional Building Permit** is a *Permit* authorized under Subsection 8(3) of the *Act* and issued by the *Chief Building Official* allowing a specified stage of *Construction* to proceed in advance of a Full Building *Permit* subject to any restrictive conditions.
 - 3.1.4. A **Demolition Permit** is a *Permit* required under Subsection 8(1) of the *Act* for the demolition of a building or part of a building.
 - 3.1.5. A **Change of Use Permit** is a *Permit* required under Subsection 10(1) of the *Act* for the change of use of a building or part of a building or the use to be changed if the change would result in a use of increased hazard.
 - 3.1.6. An **Occupancy Permit** is a *Permit* required under Subsection 1.3.3. of Division C of the *Building Code* authorizing the occupation of a building or part of a building in accordance with the *Building Code*.

4. Applications for Permits

Full Building Permits

- 4.1 To obtain a Full Building *Permit*, the *Applicant* shall submit a complete digital *Application* (through the *APLI* system) as described herein and in Subsection 1.3.1. of Division C of the *Building Code* to the *Chief Building Official*.

The complete *Application* shall consist of:

- 4.1.1. Where the *Applicant* is not the *Owner*, a completed authorization form which includes the *Applicant* contact information consisting of first and last name, phone number, e-mail address, and mailing address and the *Owner* contact information consisting of first and last name, phone number, e-mail address, and mailing address.
- 4.1.2. Declaration that the proposed building, *Construction*, or demolition will not contravene any *Applicable Law*.
- 4.1.3. Complete digital plans and specifications, documents, and other information as required by Sentence 1.3.1.3.(5) of Division C of the *Building Code* and as described in Schedule A of this by-law to describe complete scope of *Work*.
- 4.1.4. A completed Commitment to General Review(s) form as prescribed by Article 1.2.2.1 of Division C of the *Building Code*.
- 4.1.5. *Applicant* contact information consisting of first and last name, phone number, e-mail address, and mailing address.
- 4.1.6. Where an *Application* for a Full Building *Permit* is submitted to the *City* in Person, all documentation shall be provided on letter, legal, or tabloid size pages that can be easily scanned. All other requirements for *Applications* to be in accordance with this By-law.
- 4.1.7. Each request for a Full Building *Permit* shall be accompanied by the fees as set out in Schedule K of the *City's Fees By-law*.

Foundation Permits

- 4.2 A *Foundation Only Permit* is a *Permit* of privilege and not a *Permit* of right; issuance of said *Permit* is at the discretion of the *Chief Building Official*.
- 4.3 To obtain a *Foundation Only Permit*, the *Applicant* shall submit a complete digital *Application* for a Full Building *Permit* (through the *APLI* system) as described herein and in Subsection 1.3.1. of Division C of the *Building Code* to the *Chief Building Official*.
- 4.4 Where the *Applicant* is not the *Owner*, a completed authorization form which includes the *Applicant* contact information consisting of first and last name, phone number, e-mail address, and mailing address and the *Owner* contact information consisting of first and last name, phone number, e-mail address, and mailing address.
- 4.5 To request a *Foundation Only Permit*, the *Owner* shall submit the prescribed form to the *Chief Building Official* requesting consideration for a *Foundation Permit*.
- 4.6 Each request for a *Foundation Only Permit* shall be accompanied by a non-refundable fee as set out in Schedule K of the *City's Fees By-law*.

Conditional Building Permits

- 4.7 A Conditional Building *Permit* is a *Permit* of privilege and not a *Permit* of right; issuance of said *Permit* is at the discretion of the *Chief Building Official*.
- 4.8 Although all requirements have not been met to obtain a Full Building *Permit*, the *Chief Building Official* may issue a Conditional Building *Permit* for any stage of *Construction* as outlined in the *Building Code Act*.
- 4.9 A Conditional Building *Permit* will not be considered for Part 9, Group C (Residential) buildings.

- 4.10 Compliance with all required *Applicable Laws* for a Conditional Building *Permit* are required in accordance with Article 1.3.1.5. of Division C of the *Building Code*.
- 4.11 To request a Conditional Building *Permit*, the *Owner* shall submit a request in writing to the *Chief Building Official* requesting consideration for a Conditional Building *Permit*.
- 4.12 A request for a Conditional Building *Permit* shall consist of a request letter that is to include the following:
 - 4.12.1 Official company letterhead
 - 4.12.2 *Owner* name and contact information including email address.
 - 4.12.3 Legal name of the business to which the Conditional Building *Permit* will be applied.
 - 4.12.4 Details of proposed subject *Construction* to be included in the Conditional Building *Permit*.
 - 4.12.5 Explanation of why/what unreasonable delays in the *Construction* would occur if a Conditional Building *Permit* was not issued.
 - 4.12.6 Requested length of time for an executed Conditional Building *Permit*.
- 4.13 Submission of all building *Permit Applications* appurtenant to the building(s) including site services, and shoring (where applicable).
- 4.14 Payment of all fees as determined by the *City*, which includes building *Permit Application* fees as set out in Schedule K of the *City's Fees By-law*.
- 4.15 Demonstration that the file is sufficiently advanced in the development process such that there is no possibility of any further geometric, location or overall design changes to the building or site.
 - 4.15.1 Details of proposed development timelines; Gantt chart or similar format to be provided.
- 4.16 Written authorization or approval from the appropriate approval bodies for all *Applicable Laws* as outlined in the *Building Code*, Division C, 1.3.1.5.(1).
- 4.17 The *Owner* shall enter into a Conditional Building *Permit* agreement with the *City* in accordance with the *Building Code Act*, Section 8(3)(c).
- 4.18 Securities will be required by the *Chief Building Official* under the terms of the Conditional Building *Permit* Agreement in accordance with Sentence 8(3)(c)(v) of the *Act*.
- 4.19 The issuance of a Conditional Building *Permit* shall not be construed to authorize *Construction* beyond the scope for which approval was given nor that approval for the Full *Permit* will necessarily be granted.
- 4.20 Upon issuance of a Full Building *Permit* for the proposed development, the Conditional Building *Permit* will be terminated.
- 4.21 Where a request for a Conditional Building *Permit* is submitted to the *City* of Barrie in Person, all documentation shall be provided on letter, legal or tabloid size pages that can be easily scanned. All other requirements for *Applications* to be in accordance with this by-law.
- 4.22 Each request for a Conditional Building *Permit* shall be accompanied by a non-refundable fee as set out in Schedule K of the *City's Fees By-law*.

Demolition Permits

- 4.23 To obtain a Demolition *Permit*, the *Applicant* shall submit a complete digital *Application* (through the *APLI* system) as described herein and in Subsection 1.3.1. of Division C of the *Building Code* to the office of the *Chief Building Official*.
- 4.24 The complete *Application* shall consist of:
 - 4.24.1 Where the *Applicant* is not the *Owner*, a completed authorization form which includes the *Applicant* contact information consisting of first and last name, phone number, e-mail address, and mailing address and the *Owner* contact information consisting of first and last name, phone number, e-mail address, and mailing address.

- 4.24.2 Declaration that the proposed building *Construction* or demolition will not contravene any *Applicable Law*.
- 4.24.3 Complete digital plans and specifications, documents, and other information as required by Sentence 1.3.1.3.(5) of Division C of the *Building Code* and as described in this By-law to describe complete scope of *Work*.
- 4.24.4 A completed Demolition Supplementary Information Form.
- 4.24.5 A completed Commitment to General Review(s) form as prescribed by Article 1.2.2.1 of Division C of the *Building Code*.
- 4.25 Where an *Application* for demolition is submitted to the *City* in Person, all documentation shall be provided on letter, legal or tabloid size pages that can be easily scanned. All other requirements for *Applications* to be in accordance with this by-law.
- 4.26 Each request for a Demolition *Permit* shall be accompanied by a non-refundable fee as set out in Schedule K of the *City's Fees By-law*.
- 4.27 Where the proposed demolition involves the building shell, the *Applicant* must be the property *Owner* or an authorized agent for the property *Owner*.

Change of Use Permits

- 4.28 To obtain a Change of Use *Permit*, the *Applicant* shall submit a complete digital *Application* (through the *APLI* system) as described herein and in Subsection 1.3.1. of Division C of the *Building Code* to the *Chief Building Official*.
- 4.29 The complete *Application* shall consist of:
 - 4.29.1 Declaration that the proposed building *Construction* or demolition will not contravene any *Applicable Law*.
 - 4.29.2 Complete digital plans and specifications, documents, and other information as described in this By-law which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of Part 10 of the *Building Code*.
 - 4.29.3 A report from a qualified Person as prescribed by the *Building Code* confirming that the change of use can safely occur within the existing building or portion thereof without the need to upgrade any *Construction*, as Permitted by Part 10 of Division B of the *Building Code*.
- 4.30 Where an *Application* for Change of Use is submitted to the *City* in Person, all documentation shall be provided on letter, legal or tabloid size pages that can be easily scanned. All other requirements for *Applications* to be in accordance with this By-law.
- 4.31 Each *Application* for a Change of Use *Permit* shall be accompanied by a non-refundable fee as set out in Schedule K of the *City's Fees By-law*.

Occupancy Permit

- 4.32 To obtain an Occupancy *Permit*, notification must be submitted to the *Chief Building Official* by the *Applicant* in accordance with Subsection 1.3.3. of Division C of the *Building Code*, and with this by-law and if an inspection confirms compliance with the requirements for occupancy, an Occupancy *Permit* will be issued.

5. Plans and Specifications for Applications

- 5.1 The *Applicant* shall submit sufficient plans, specifications, documents, forms, and such other information as may be deemed necessary by the *Chief Building Official* to determine whether the proposed *Construction*, demolition, change of use or occupancy will conform with the *Act*, the *Building Code*, this By-law and any other *Applicable Laws*.

- 5.2 Plans shall be drawn to scale in digital format approved by the *City*, and without limiting the generality of the foregoing, shall include such *Application* drawings, specifications and documents as set out in Schedule 'A' to this By-law unless otherwise specified by the *Chief Building Official*.
- 5.3 Where an *Application* for a Full Building *Permit* is submitted to the *City* in Person, all documentation shall be provided on letter, legal, or tabloid size pages that can be easily scanned. All other requirements for *Applications* to be in accordance with this By-law.
- 5.4 Drawings, specifications, and documents furnished according to this By-law or otherwise required by the *Act* become the property of the *City* and will be disposed of or retained in accordance with relevant legislation and with policies of the *City*.

6. Certified Model Plans

- 6.1 To Obtain Model Certification, the *Applicant* shall submit a complete digital *Application* (through the *APLI* system) as described herein to the *Chief Building Official* along with all required fees.
- 6.2 A *Certified Model Application* is not a building *Permit Application*. Upon issuance, *Certified Models* will receive certification confirming that the model has been reviewed for compliance with the *Building Code*; a building *Permit* will not be issued.
- 6.3 A *Certified Model* is approved based on compliance with the version of the *Building Code* at time of submission. When the *Building Code* is amended or replaced, a *Certified Model* will expire and will require re-certification under new *Building Code* before it can be used.
- 6.4 *Certified Model Applications* shall consist of one (1) base model and a maximum of four (4) optional design features.
- 6.5 Model certification shall apply to:
 - 6.5.1 Single family dwellings.
 - 6.5.2 Duplexes
 - 6.5.3 Triplexes (only where agreed upon by the CBO)
 - 6.5.4 Quadplexes (only where agreed upon by the CBO)
- 6.6 A complete *Certified Model Application* will consist of:
 - 6.6.1 A digital *Application* (through the *APLI* system) from the *Applicant* containing the prescribed information as required by the *Building Code*.
 - 6.6.2 Drawings, specifications, and documents as set out in Schedule 'A' and other information described in this by-law for a Full *Permit*; with the exception of a site plan.
- 6.7 Drawings must comply with the *Building Code*. Site-specific building *Permit Applications* resulting from model certification will be charged at a lower fee as set out in Schedule K of the *City's Fees By-law*.
- 6.8 Each request for a *Certified Model* shall be accompanied by a non-refundable fee as set out in Schedule K of the *City's Fees By-law*.
- 6.9 *Certified Model Applications* are not subject to the non-refundable building *Permit* pre-screening fee as set out in Schedule K of the *City's Fees By-law*.

7. Permit Application Fees

- 7.1 Except where specifically set out in this By-law, all building *Permit Applications* shall be subject to a non-refundable pre-screening fee as set out in Schedule K of the *City's Fees By-law*.

- 7.2 *Permit Application* fees will be assessed and invoiced once the *Application* has been submitted through the *APLI* system where an *Application* has undergone a completeness review and consists of sufficient information. Additional fees may be required to be paid prior to issuance upon further file review.
- 7.3 *Permit Application* fees established in Schedule K of the *City's Fees By-law* presume a single submission of complete building *Permit* plans and single inspections at the prescribed stages of *Construction* wherein the plans and the *Works* are found to be compliant with the *Act*, the *Building Code*, and the issued *Permit*, and other *Applicable Laws*. Additional fees may be invoiced to the *Owner* to review revised drawings and/or to reinspect *Work* as set out in Schedule K of the *City's Fees By-law*.
- 7.4 Where no fee exists in the *City Fees By-law* for the proposed *Work* or where special circumstances warrant different fees, the *Chief Building Official* may determine appropriate fees that are reasonable based on the scope of *Work*.
- 7.5 Where *Permit* fees established are based on floor area, the floor area shall mean *Total Floor Area* as set out in this By-law.

8. Alternative Solutions

- 8.1 Where a Building *Permit Application* contains a request for an Alternative Solution as defined in Article 1.4.1.2. of Division A of the *Building Code*, the proposal shall:
- 8.1.1 Include a completed Alternative Solutions *Application* prescribed by the *Chief Building Official*.
- 8.1.2 Include all documentation requirements as set out in Subsection 2.1.1. of Division C of the *Building Code*.
- 8.2 Alternative Solution reports shall be prepared by a qualified professional with the minimum qualifications required for the scope of the subject as required by the *Building Code*, *Architects Act*, and/or *Professional Engineers Act*.
- 8.3 Alternative Solutions are site specific and are not considered to establish a precedent.
- 8.4 Each request for an Alternative Solution shall be accompanied by a non-refundable fee as set out in Schedule K of the *City's Fees By-law*.

9. Review of Permit Applications

- 9.1 *Applications* made to the *Chief Building Official* pursuant to this by-law shall be reviewed to confirm that:
- 9.1.1 The *Application* is complete in accordance with this By-law;
- 9.1.2 Plans, specifications and documents have been prepared by competent designers who, where required by the *Act*, have satisfied the requirements for qualifications and registration; and
- 9.1.3 Plans, specifications and documents adequately describe the proposed *Work*, and said plans, specifications and documents comply with the *Act* and the *Building Code*.
- 9.2 At the discretion of the *Chief Building Official*, a plan review can be discontinued where significant *Building Code* contraventions are discovered on the application. The Applicant shall be notified that a complete plan review was not performed;

10. Inactive Building Permits (Prior to Issuance)

- 10.1 Where an *Application* for a *Permit* remains inactive for six months, the *Application* may be deemed to be *Abandoned* by the *Chief Building Official* and notice thereof shall be given to the *Applicant*.

- 10.2 Within 30 days from the date of the Abandonment Notice, as described in this By-law, the *Applicant* may submit a request in writing to the *Chief Building Official* and provide reasons why the *Permit Application* should remain active. The *Chief Building Official* having regard to any changes to the *Act*, *Building Code* or other *Applicable Law* may allow the deferral of abandonment, in writing.
- 10.3 An *Application* that is deemed *Abandoned*, a new Building *Permit Application* will be required for the proposed *Work*.
- 10.4 When a Building Permit Application is deemed Abandoned, a site inspection may be conducted by a Building Inspector to confirm that no Construction has commenced.
- 10.5 There shall be no refund of Permit Application fees where a Permit has been deemed Abandoned as per this By-law.

11. Withdrawing an Application

- 11.1 A Building *Permit Applicant* may request the withdrawal of an *Application* for any reason, at any time, prior to the issuance of a Building *Permit*. The request shall be in writing to the *Chief Building Official*.
- 11.2 An *Applicant* that requests the withdrawal of an *Application* shall be entitled to a *Permit Application* refund in accordance with this By-law.

12. Issuance of Permits

- 12.1 All *Permit* documents issued by the *Corporation* shall be in a form prescribed by the *Chief Building Official*.
- 12.2 The issuance of a *Permit* does not relieve the *Owner* or their agents from complying with any and all laws including the *Building Code*.
- 12.3 The *Corporation* does not warrant in any way that the acceptance of an *Application* for the issuance of a *Permit* ensures the proposed *Work* will comply with all requirements of the *Act* or the *Building Code*.
- 12.4 A *Permit* placard, when issued with the *Permit*, shall be placed in a conspicuous place at the location of the *Work*.

13. Delegated Power to Enter Into Permit Agreements

- 13.1 The Council of the *Corporation* of the *City* of Barrie hereby delegates to the *Chief Building Official* the power to enter into agreements as per 8(3.1) of the *Act* for the issuance of Conditional *Permits*.
- 13.2 The Council of the *Corporation* of the *City* of Barrie hereby delegates to the *Chief Building Official* the power to enter into agreements to ensure the continued operation of an approved hauled sewage system where said system is proposed as an interim measure for a lot or parcel of land until municipal sewers are available as *Permitted* by Clause 8.8.1.2.(1)(d) of Division B of the *Building Code*.

14. Permit Revisions

- 14.1 Where the scope or design of the proposed *Work* changes after a *Permit* has been issued, the *Applicant* shall provide a completed Revision to an Issued Building *Permit* by way of digital submission accompanied with plans, documents and/or specifications that describe the revised *Work* in sufficient detail as prescribed in this By-law.
- 14.2 Revisions shall be subject to fees as prescribed in the *City of Barrie Fees By-law* payable prior to issuance of the revised *Permit* documents.
- 14.3 Where the requested revision involves a reduction in the scope of *Work*, the *Chief Building Official* may impose conditions to ensure the structure is protected from damage and the public is protected from harm.

- 14.4 The requested change does not come into effect until the *Chief Building Official* has reviewed and authorized the change in writing.

15. Transfer of a Building Permit Application

- 15.1 Upon the change of *Ownership* of land, the new *Owner* may transfer a *Permit Application* into their name provided:
- 15.1.1. A completed Change of *Ownership* form, as prescribed by the Chief Building Official, is submitted to the Building Services Department, which includes,
 - a) a written statement from the new *Owner*, and
 - b) a written statement from the designer of record,
 - 15.1.2. A new Commitment of General Review is submitted, where project is subject to general review requirements, and
 - 15.1.3. Payment of all fees as determined by the *City*, which includes building *Permit Application* fees as set out in Schedule K of the *City's Fees By-law*.
- 15.2 A Building *Permit Application* cannot be transferred to a new *Owner* where the design was performed by the previous Homeowner.
- 15.3 On initiative of the new *Owner*, every request for the transfer of *Permit Application* shall:
- 15.3.1 Include a completed Change of *Ownership* form as prescribed by the *Chief Building Official*.
 - 15.3.2 For buildings where general review is required, include confirmation for the continuation of, or the particulars of any change in the arrangements for general review of the *Construction*.
 - 15.3.3 Be accompanied by the applicable fee identified in Schedule K of the *City's Fee By-law*.
- 15.4 Where a Building *Permit Application* was not transferred to the new *Owner* of the property, the *Chief Building Official* may deem the *Application Abandoned* and:
- 15.4.1 Provide notice to the new *Owner* by mail at the address of the property; and if different, to the address listed with the Municipal Property Assessment Corporation.
 - 15.4.2 Request in writing that the new *Owner* contact Building Services within 30 days of service of the notice to provide an update as to the state of completeness and intentions for advancement with the project.
- 15.5 Unless the CBO receives a request and completes the transfer of *Ownership* of the *Permit* as outlined in this by-law, the CBO may deem the *Permit Application* or *Permit* to be *Abandoned* and may cancel the *Permit Application* in accordance with this by-law.
- 15.6 Where the *Ownership* of a property changes and the *Permit* has not been transferred in accordance with this By-law, the new *Owner* shall not commence or continue any *Construction* under the open *Permit* and must obtain their own *Permit* in accordance with this by-law before commencing *Work*.
- 15.7 Where a *Permit Application* is not transferred to the new *Owner*, the Chief Building Official may deem the *Application Abandoned* in accordance with the *Act* and this By-law.

16. Transfer of an Issued Building Permit

- 16.1 Upon the change of *Ownership* of land, the new *Owner* may transfer a Building *Permit* into their name provided,

- 16.1.1 A completed Change of *Ownership* form, as prescribed by the *Chief Building Official*, is submitted to the Building Services Department, which includes:
 - 16.1.1.1 a written statement from the new *Owner*, and
 - 16.1.1.2 a written statement from the designer of record,
- 16.1.2 A new Commitment of General Review is submitted, where project is subject to general review requirements, and
- 16.1.3 Payment of all fees as determined by the *City*, which includes building *Permit Application* fees as set out in Schedule K of the *City's Fees By-law*.
- 16.2 A Building *Permit* cannot be transferred to a new *Owner* where the previous Homeowner had taken responsibility of the design.
- 16.3 On initiative of the new *Owner*, every *Application* for the transfer of *Permit Application* or *Permit* shall:
 - 16.3.1 Include a completed Change of *Ownership* form as prescribed by the *Chief Building Official*.
 - 16.3.2 For buildings where general review is required, include confirmation for the continuation of, or the particulars of any change in the arrangements for general review of the *Construction*.
 - 16.3.3 Be accompanied by the applicable fee identified in Schedule K of the *City's Fee By-law*.
- 16.4 Where a Building *Permit* was not transferred to the new *Owner* of the property, the *Chief Building Official* may revoke the building *Permit*.
- 16.5 Providing notice to the new *Owner* by mail at the address of the property; and if different, to the address listed with the Municipal Property Assessment Corporation.
- 16.6 Requesting in writing that the new *Owner* contact Building Services within 30 days of service of the notice to provide an update as to the state of completeness and intentions for advancement with the project.
- 16.7 Unless the CBO receives a request and completes the transfer of *Ownership* of the *Permit* as outlined in this by-law, the CBO may deem the Building *Permit* to be *Abandoned* and may cancel or revoke in accordance with this by-law.
- 16.8 Where the *Ownership* of a property changes, and the *Permit* has not been transferred in accordance with this By-law, the new *Owner* shall not commence any *Construction* under the open *Permit* and must obtain their own *Permit* in accordance with this by-law before commencing any *Construction*.
- 16.9 Where a *Permit* is not transferred to the new *Owner*, the *Chief Building Official* may revoke the *Permit* in accordance with the *Act* and this By-law.

17. Cancellation of a Permit by Applicant

- 17.1 The *Permit Holder* of an issued *Permit* can submit a request in writing to the Chief Building Official to cancel a *Permit* where no substantial *Work* has been performed.
- 17.2 As a condition of cancellation, a *Construction Verification Inspection* will be performed by an *Inspector* to confirm no *Construction* has commenced.
- 17.3 The *Chief Building Official* shall determine the amount of the fees to be refunded in accordance with this By-law. The *Chief Building Official* shall determine the amount of the fees to be refunded in accordance with this By-law.

18. Revocation of a Permit

- 18.1 Prior to revoking a *Permit* under Subsection 8.(10) of the *Act*, the Chief Building Official may serve the *Applicant* with or cause the *Applicant* to be served with notice of the intention to revoke the *Permit* by Personal service, electronic service or registered mail at the last known address to the *Applicant*.
- 18.2 A *Permit Holder* may, within 30 days from the date of service of a notice described in this By-law, request in writing that the *Chief Building Official* defer the revocation by stating reasons why the *Permit* should not be revoked. The Chief Building Official having regard to any changes to the *Act*, *Building Code* or other Applicable Law may allow the deferral, in writing.
- 18.3 A fee as set out in Schedule K of the *City's Fees By-law* shall be paid upon submission of the request for deferral described above.

19. Permit Fee Refunds

- 19.1 In the case of the withdrawal of an *Application*, reduction in scope of *Work* or cancellation of an issued *Permit* by the *Owner*, the *Chief Building Official* shall determine the amount of paid *Permit* fees that may be refunded to the original payee, if any, in accordance with the following:
- 19.1.1 Seventy percent refunded if administrative functions only have been performed,
- 19.1.2 Forty percent refunded if administrative and plan examination functions have been performed,
- 19.1.3 Thirty percent if the *Permit* has been issued and no field inspections have been performed subsequent to *Permit* issuance, and
- 19.1.4 Five percent shall additionally be deducted for each field inspection related to the *Application* that has been performed.
- 19.1.5 Where a third-party review has been conducted, the cost associated with the review shall be subtracted from the calculated refund amount.
- 19.1.6 No refund shall be provided if the calculated refund is less than the minimum *Permit* fee for the classification of building associated with the *Permit* as per the *City of Barrie Fees By-law*.
- 19.1.7 No refund of *Permit Application* fees shall be provided if where a *Permit Application* has been deemed *Abandoned* as per this By-law.
- 19.1.8 There shall be no refund of *Permit* fees where a *Permit* has been revoked under subsection 8(10)(c) of the *Act*.

20. Registered Code Agencies

- 20.1 The Chief Building Official is authorized to enter into and sign contracts for service agreements with a Registered Code Agency and to appoint them to perform specified functions described in section 15 of the *Act*.

21. Notifications for Inspections and Re-inspections

- 21.1 Notices as prescribed by the *Building Code* or this by-law shall be made electronically through Barrie's e-Permitting system for the stages of *Construction* specified herein.
- 21.2 The *Applicant* shall notify the *Chief Building Official* or a *Registered Code Agency* where one is appointed, of each stage of *Construction* for which a prescribed notice is required in accordance with Sentence 1.3.5.1.(2) of Division C of the *Building Code*

- 21.3 In addition to the notices prescribed in Sentence 1.3.5.1.(2) of Division C of the *Building Code*, the *Applicant* shall notify the *Chief Building Official* or a *Registered Code Agency* where one is appointed, of the readiness for inspection for the following stages of *Construction* as authorized by Sentence 1.3.5.2.(1) of the *Building Code* where applicable.
- 21.3.1. commencement of *Construction* of the building;
- 21.3.2. commencement of *Construction* of:
- 21.3.2.1 masonry fireplaces and masonry chimneys;
- 21.3.2.2 factory-built fireplaces and allied chimneys;
- 21.3.2.3 and stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys,
- 21.3.2.4 substantial completion of interior finishes,
- 21.3.2.5 substantial completion of heating, ventilating, air conditioning and air contaminant extraction equipment;
- 21.3.2.6 substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa; and
- 21.3.2.7 completion of a building for which an *Occupancy Permit* is required under Subsection 1.3.3. of Division C of the *Building Code*.
- 21.4 A notice described above is not effective until the notice is actually received by the *Chief Building Official* or the *Registered Code Agency*, if one is appointed.
- 21.5 Where an inspection has taken place and a reinspection is required due to non-compliant *Construction*, or incomplete *Construction*, the *Applicant* shall notify the *Chief Building Official* or the *Registered Code Agency* where one is appointed in accordance with this By-law.

22 Site Inspections

- 22.1 The Applicant shall ensure that the work for which notice has been given remains available for inspection until the inspection has been performed and passed by the Inspector.
- 22.2 The Person in control of the site shall facilitate safe access for the *Inspector* to all areas ready for inspection in accordance with the Ontario Occupational Health and Safety Act and Regulations.
- 22.3 Upon request, the Person in charge of the *Construction* of the building shall furnish the *Inspector* with a copy of the issued *Permit* drawings, documents, authorizations and rulings for reference during the inspection.
- 22.4 Printed copies of issued building *Permit* plans, printed in full colour and to the intended scale and drawing size, must be available on-site for the *Inspector* to view during each building inspection.
- 22.5 The *City* does not warrant in any way that inspected *Work*, even if passed, ensures the constructed *Work* complies with all requirements of the *Act* or the *Building Code* or the issued *Permit* documents.
- 22.6 Re-inspections of defective or incomplete *Work* are subject to additional service fees in accordance with *Barrie's Fees By-law*.

23 As-Constructed Drawings and Documents

- 23.1 On completion of the *Construction* of a building, the *Chief Building Official* may require the *Applicant* to submit a set of as-constructed plans, including a plan of survey showing the location of the building.
- 23.2 For new buildings, upon completion of the foundation, the *Inspector* may request a building location survey prepared by a registered Ontario Land Surveyor to confirm compliance with the *Building Code* and/or zoning requirement.
- 23.3 When requested, residential occupancies that are not greater than 3 storeys in building height, shall provide a surveyor's certificate prepared by a registered Ontario Land Surveyor, indicating the as-built top of foundation wall in relation to the proposed top of *Finished Grades* as provided in the *Permit* document.

24 Fencing at Construction and Demolition Sites

- 24.1 In addition to the requirements pertaining to Public Way Protection as set out in the regulations for *Construction* Projects made pursuant to the Occupational Health and Safety Act, the Person in charge of the *Construction* of the building shall comply, and shall not cause or allow any builder or constructor under the *Permit* to fail to comply with the provisions of this By-law.
- 24.2 Where, in the opinion of the *Chief Building Official* or *Inspector*, a *Construction* or Demolition Site presents a specific hazard to the public, the *Chief Building Official* or *Inspector* may, under clauses 7(1)(i) and 7(1)(j) of the *Act*, require the Person in charge of the *Construction* of the building to erect and maintain such fencing to the standards and specifications that the *Chief Building Official* or *Inspector* deems to be appropriate in the circumstances.
- 24.3 In considering the hazard presented by the *Construction* or Demolition Site, the necessity for fencing and the height and characteristics of such fencing, the *Chief Building Official* or *Inspector* shall have regard for:
 - 24.3.1 the proximity of the *Construction* or Demolition Site to other occupied buildings;
 - 24.3.2 the proximity of the *Construction* or Demolition Site to a public way including but not limited to a highway or other street, avenue, parkway, driveway, square, place, bridge, viaduct, or other open space to which the public has access, as of right or by expressed or implied invitation.
 - 24.3.3 the hazards presented by the Construction or demolition activities and materials;
 - 24.3.4 the feasibility and effectiveness of site enclosure fences; and
 - 24.3.5 the expected duration of the hazard.
- 24.4 Every fence required by this section shall:
 - 24.4.1 be erected so as to fully enclose all areas of the Construction or Demolition Site which present or is likely to present a hazard, prior to the commencement or continuation of the Construction or demolition activity;
 - 24.4.2 create a continuous barrier and be sufficient to deter unauthorized entry;
 - 24.4.3 have a height of not less than 1.2 metres above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;
 - 24.4.4 if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200 mm on centre to vertical posts installed not more than 1.2 metres apart, and with horizontal members or a minimum 11-gauge cable at the top and the bottom; and
 - 24.4.5 be maintained in a reasonably vertical plane and in good repair.

25 Code of Conduct

- 25.1 The *Chief Building Official* and all appointed *Inspectors*, being employees of the *Corporation* shall be subject to the *Corporation's* Code of Conduct which is deemed to comply with the requirement of Article 7.1 of the *Act*.
- 25.2 Allegations of any breach of this Code by the *Chief Building Official* or any *Inspector* shall be directed in writing to the Director of Human Resources for the *Corporation* who, upon consideration, may conduct an inquiry or an investigation into the matter.

26 Offences and Penalties

- 26.1 Any Person who contravenes any provision of this by-law is guilty of an offence and is liable upon conviction to a fine as provided for in section 36 of the *Act*.

27 Severability

- 27.1 Should any provision, or part thereof, of this by-law be declared by a court of competent jurisdiction to be invalid for any reason, the provision shall be deemed conclusively severed from the by-law and the remaining parts shall be read as if the offending portion had been struck out.

28 Miscellaneous

- 28.1 All Appendices and Schedules shall be and form part of this by-law.
- 28.2 A reference to the singular or to the masculine shall be deemed to refer to the plural or feminine as the context may require.

29 Repeal and Transition

- 29.1 By-law 82-45, as amended is hereby repealed in its entirety.
- 29.2 By-law 2013-070, as amended is hereby repealed in its entirety.

30 Effective Date

- 30.1 **THAT** this By-law shall come into force and effect on the day of passing.

READ a first and second time this 17th day of June, 2026.

READ a third time and finally passed this 17th day of June, 2026.

THE CORPORATION OF THE CITY OF BARRIE

“ORIGINAL SIGNED”

MAYOR – ALEX NUTTALL

“ORIGINAL SIGNED”

CITY CLERK – WENDY COOKE

Schedule “A” to By-law 2026-066

DRAWING AND DOCUMENT REQUIREMENTS

The following document and drawing requirements are provided for general informational purposes only and represent typical submission standards under the Building By-law. These requirements may vary based on project scope, location, and applicable regulations. Compliance with these requirements does not guarantee issuance of a building *Permit*. Additional information or documentation may be required at the discretion of the *City*. *Applicants* are responsible for ensuring that all submissions meet the requirements of all applicable By-laws, regulations, and standards. Please refer to building *Permit* project-specific checklist available on the *City's* website for additional requirements and current submission criteria.

PART 9 OBC REGULATED *PERMIT APPLICATIONS*

Site Plan and Grading Plan

1. The legal description of the property.
2. The location and orientation of all relevant property lines.
3. The dimensions along the property lines.
4. The compass orientation of the property.
5. The location and name of adjacent streets.
6. The outline of all existing and proposed buildings and structures on the property, all pertinent building dimensions and area of building, and the distance between the buildings and between the buildings and the property lines.
7. All existing rights-of-way and easements.
8. All existing and proposed site services for water, sewers, hydro, and gas.
9. All nearest existing and proposed fire hydrants.
10. The location and dimensions of all on-site parking spaces.
11. The location within the building of any proposed firewalls and the associated area of the building on each side of the firewall.
12. Existing and proposed grade elevations within the site and at property lines.
13. The location of existing and proposed drainage swales with arrows indicating the slope of the swales and the direction of flow.
14. The general slope of the ground and the driveway.
15. The location of any discharge outlet for a sump pump and any eavestrough downspouts.
16. The location of any catch basins, ditch inlets, or third pipe inlets.
17. The corresponding elevations for:
 - a. The top of foundation wall,
 - b. The underside of footing,
 - c. The proposed grade adjacent to the building,
 - d. The known elevation of any high-water tables,
 - e. The first floor, and
 - f. The garage floor.
18. The location of all egress doors from the building and the number of risers required between the door threshold and the adjacent ground, interior and exterior.
19. The certification stamp of the subdivision developer's consultant engineer where the project is a new building within a plan of subdivision where the subdivider's agreement requires the grading plan to comply with an approved general grading plan for the subdivision.

Architectural Drawings

1. Floor plan layout for each floor levels including basements of the building indicating the names and dimensions of all rooms and spaces, the location of all interior and exterior walls and location, and size of any openings in the walls or floor.
2. Roof plan showing roof slope, drainage provisions, and roofing materials.
3. Building elevation drawings showing the location of exterior grades beside the building, floor and ceiling heights, overall building height, exterior finish materials, window heights and dimensions and spatial separation requirements.
4. Details of the wall, floor, ceiling and roof assemblies, and of all significant connection details.
5. Details for stairs, landings, guards, and handrails.
6. Location and design specification of all fire separations, party wall, and firewall.
7. Location and rating of all shared exits.
8. Location of smoke alarms and carbon monoxide detectors.

Structural Drawings

1. All footings, foundation, floor, roof, and wall structural elements indicating sizes and shapes and proper location and all dead and live design loads and condition of loading.
 - a. Design packages are required where pre-engineered trusses and/or floor system are proposed.
2. All reinforced concrete *Work* indicating thickness and strength of concrete, size, spacing, minimum cover, and type of reinforcing steel.
3. All lintels, column, and beam locations and their size and snow drift loading.
4. Any dewatering report, shoring details, or pile driving, where applicable.
5. Guard design.

Mechanical, Plumbing and Sprinkler Plan (Where Applicable)

1. Heating, Ventilation, Air Conditioning (HVAC) distribution system layout for existing and proposed design, indicating:
 - a. Size, volume, and location of ducts, and
 - b. Location of fire dampers and fire stops.
 - c. Location and specification of equipment (roof plan).
2. Heating and cooling load calculations, including ventilation and fresh air calculation.
3. Location of all existing and proposed plumbing fixtures.
4. Location and size of all below and above ground plumbing, include venting.
5. Location and sizing calculations for all grease or grit interceptors.
6. Location of all existing and proposed sprinkler heads with head details.
7. Hydraulic load calculations for existing and proposed sprinkler systems.
8. Suppression details for commercial cooking equipment.

PART 8 OBC REGULATED *PERMIT APPLICATIONS*

In addition to Part 9 regulated *Permits*, where an On-site Sewage System exists or is proposed, the following documents and drawings are required.

Site Plan

1. The legal description, lot size, property dimensions, existing rights-of-way, easements, or municipal/utility corridors.
2. The location and clearances of items listed in Column 1 of Tables 8.2.1.5., 8.2.1.6.A., 8.2.1.6.B, and 8.2.1.6.C. of Division B of the *Building Code*.
3. The location of the proposed sewage system.
4. The location of any unsuitable, disturbed, or compacted areas.
5. Proposed access routes for system maintenance

Design

1. Depth to zones of soil saturation.
2. Soil properties, including soil permeability, 'T' time, and water table.
3. Soil conditions, including the potential for flooding.
4. Classification of system.
5. Design flows.
6. Septic and/or hold tank capacity.
7. Specifications for:
 - a. Leaching bed,
 - b. Filter bed,
 - c. Shallow buried trench, or
 - d. Type 'A' or type 'B' dispersal bed.
8. Septic maintenance requirements.

Site Plan and Grading Plan

1. The location and orientation of all relevant property lines.
2. The dimensions along the property lines.
3. The compass orientation of the property.
4. The location and name of adjacent streets.

5. The outline of all existing and proposed buildings and structures on the property, all pertinent building dimensions and area of building, and the distance between the buildings and proposed on-site sewage system.
6. All existing rights-of-way and easements.
7. All existing and proposed site services for water, sewers, hydro, and gas.
8. Existing and proposed grade elevations within the site and at property lines.
9. The location of existing and proposed drainage swales with arrows indicating the slope of the swales and the direction of flow.
10. The certification stamp of the subdivision developer's consultant engineer where the project is a new building within a plan of subdivision where the subdivider's agreement requires the grading plan to comply with an approved general grading plan for the subdivision.

PART 3 OBC REGULATED *PERMIT APPLICATIONS*

Site Plan

1. The legal description of the property.
2. The location and orientation of all relevant property lines.
3. The dimensions along the property lines.
4. The compass orientation of the property.
5. The location and name of adjacent streets.
6. The outline of all existing and proposed buildings and structures on the property, all pertinent building dimensions and area of building, and the distance between the buildings and between the buildings and the property lines.
7. All existing or proposed rights-of-way and easements.
8. The location and dimensions of all on-site parking spaces, vehicle access routes, loading bays, fire routes, and waste disposal routes.
9. The location and dimensions of all barrier-free parking spaces, curb cuts, and path of travel from the building to the barrier-free parking and public thoroughfare.
10. The location of any proposed firewalls, and the associated area of the building on each side of the firewall.

Site Servicing Plan

1. The location, size, length of pipe, and type of material for all:
 - a. Existing and proposed water servicing lines.
 - b. Existing and proposed storm sewer and sanitary sewer lines.
2. The location of all:
 - a. Existing and proposed utility services (hydro, gas, phone, internet, etc.).
 - b. Existing and proposed fire hydrants.
 - c. Existing and proposed manholes, catch basins, cleanouts, or treatment units.

Grading Plan

1. The legal description of the property.
2. The location and orientation of all relevant property lines.
3. The dimension along the property lines.
4. The compass orientation of the property.
5. The location and name of adjacent streets.
6. The outline of all existing and proposed buildings and structures on the property, all pertinent building dimensions and area of buildings, and the distance between the building and between the buildings and property lines.
7. All existing or proposed right-of-way and easements.
8. The existing and proposed grade elevations within the site and at the property lines.
9. The location of existing and proposed drainage swales with arrows indicating the slope of the swales and the direction of flow.
10. The slope of all paved surfaces and exterior path of travel, including curb cuts.
11. The location of any discharge outlets for a sump pump, all roof drains discharge outlets, scuppers, and eavestrough downspouts.
12. The location of any catch basins, storm water treatment units or storage tanks, ditch inlets, or third pipe inlets.
13. The top of foundation elevation and underside of footing elevation for all buildings, and the proposed surface grade adjacent to any building.
14. The location of all exit doors from the building and the number of risers required between the door threshold and the adjacent ground level.
15. The location of overland flood route and retention ponds.

Architectural Plan

1. Roof plan showing roof slope, drainage and floor plan layout for each floor including basements of the building indicating the names and dimensions of all rooms and spaces, and the location of all interior and exterior walls, and location and size of any openings in the walls or floor.
2. Scupper details, roof top equipment, required screening, and roofing materials.
3. Building elevation drawings showing the location of exterior grades beside the building, floor and ceiling heights, overall building height, exterior finish materials, window heights and dimensions, and spatial separation requirements.
4. Details of the wall, floor, ceiling and roof assemblies, and of all significant connection details.
5. Details for stairs, landings, guards, and handrails.
6. Details for barrier-free washrooms.
7. Location of all fire separations, party wall, firewalls, and exits.
8. A *Building Code* matrix identifying the key building specifications regarding the building's proposed use and occupancy.
9. Window, door, and room schedule.

Life Safety Plan

1. Location, rating, and design specifications for all fire separations (including zero rated assemblies), indicating:
 - a. All exits, exit stairs, and exit lobbies,
 - b. Area of Refuge and cross-over floors, and
 - c. Fire rated doors and closures.
2. The travel distance from any point in the floor area to an exit, measured along the path of travel.
3. Location of all exit signage and emergency lighting.
4. Location of all fire alarm, fire detectors, smoke alarms, smoke detectors, heat detectors, carbon monoxide detectors, audible devices, and annunciator panels.
5. Location of all standpipes, hose cabinets, and sprinkler heads.

Structural Plan

1. Specified design loads: live, dead, wind, wind uplift, snow and accumulation, rain, landscaped terrace, fire truck and waste truck loads.
2. Foundation plan showing all footings, caisson, and piles.
3. Floor framing plans showing all structural elements indicating designed specified dead loads (SDL) and live loads (LL).
4. Roof framing plan showing all specified design loads (SDL) and snow loads (including accumulation snow loads).
5. Column, wall, and beam schedule.
6. Sections and structural details pertaining to structural connections, bracing, and exterior canopies.
7. Calculations of lateral loads and deflection analysis for buildings (where required).
8. Calculations for flat slab (typical run) and all transfer slabs.
9. Lateral and uplift analysis for canopy structure.

Mechanical, Plumbing and Sprinkler Plan

1. Heating, Ventilation, Air Conditioning (HVAC) distribution system layout for existing and proposed design, indicating:
 - a. Size, volume, and location of ducts, and
 - b. Location of fire dampers and fire stops.
 - c. Location and specification of equipment (roof plan).
2. Heating and cooling load calculations, including ventilation and fresh air calculation.
3. Location of all existing and proposed plumbing fixtures.
4. Location and size of all below and above ground plumbing, include venting.
5. Location and sizing calculations for all grease or grit interceptors.
6. Location of all existing and proposed sprinkler heads with head details.
7. Hydraulic load calculations for existing and proposed sprinkler systems.
8. Suppression details for commercial cooking equipment.

Electrical Plan

1. Location and specifications for lighting, power, and electrical equipment.
2. Location of existing and proposed fire alarm system elements, riser details, zone schedule, and sequence of operation.

Supporting Documentation

1. A geotechnical Report is required to evaluate subsurface soil and groundwater conditions and to provide *Professional Engineering* recommendations to ensure that proposed development, *Construction*, and site alteration can be safely supported and will not result in structural instability, erosion, settlement, or adverse impacts to adjacent lands or infrastructure.
2. A hydrological Report is required to assess existing and post-development surface and subsurface water conditions, including drainage patterns, runoff rates, and flood risk, to demonstrate that proposed development will not adversely affect stormwater management, watercourses, flooding, erosion, or downstream properties.
3. An *Ontario Building Code* Matrix prepared by the designer, that identifies key building characteristics and demonstrates compliance with applicable provisions of the *Ontario Building Code*, including but not limited to major occupancy classification, building area, building height, number of storeys, *Construction* type, fire protection systems, and referenced Code provisions, and which is submitted as part of a building *Permit Application*.
4. *Applicable Law* Checklist is a form completed by the *Applicant* or designer that identifies whether a proposed *Construction* or demolition is subject to other *Applicable Laws*, approvals, *Permits*, or authorizations as defined in Article 1.4.1.3. of Division A of the *Ontario Building Code*, and which confirms that all required approvals have been obtained or are outstanding prior to the issuance of a building *Permit*.
5. A plumbing data form is a form, completed by the *Permit Applicant* or designer, that summarizes proposed plumbing systems and fixtures for a building or project and demonstrates compliance with the plumbing provisions of the *Ontario Building Code*, including fixture counts, water service and drainage characteristics, and other information required to support the review of a building *Permit Application*.
6. Mechanical Data Form is a form, completed by the *Permit Applicant* or designer, that summarizes proposed mechanical systems for a building or project, including heating, ventilation, air conditioning, exhaust, and fire and smoke control components, and which is used to demonstrate compliance with the mechanical provisions of the *Ontario Building Code* in support of a building *Permit Application*.
7. Energy Efficiency Design Compliance is a form or set of documents, completed by the designer, that summarizes the energy efficiency features of a proposed building and identifies the applicable *Ontario Building Code* compliance path, including compliance with Supplementary Standard SB-12 for Part 9 residential buildings or Supplementary Standard SB-10 for other buildings, and which is submitted in support of a building *Permit Application* to demonstrate conformity with the energy efficiency requirements of the *Building Code*.
8. CAN/ULC-S1001 Integrated Fire & Life Safety Systems Coordinator Verification Form is a form submitted with a building *Permit Application* that identifies the qualified Integrated Systems Testing Coordinator responsible for the development and implementation of the integrated fire protection and life safety systems testing plan, and verifies that integrated systems testing will be carried out in accordance with CAN/ULC-S1001, "Integrated Systems Testing of Fire Protection and Life Safety Systems", as required by the *Ontario Building Code*.
9. Flow Control Roof Drainage Declaration is a form, completed and sealed by the mechanical engineer and the structural engineer responsible for the design, that confirms whether a roof drainage system incorporates flow control roof drains and verifies that the roof structure has been designed to safely support the associated rainwater loads in accordance with the *Ontario Building Code*, including Subsection 4.1.6., and which is submitted in support of a building *Permit Application*.
10. Temporary Structure Forms is one or more forms submitted with a building *Permit Application* for a temporary structure that provide required technical, safety, and operational information, including but not limited to design parameters, structural systems, fire safety measures, occupancy limits, duration of use, and dismantling or removal plans, for the purpose of demonstrating compliance with the *Ontario Building Code* and applicable municipal requirements.

11. Where innovative materials, systems, or building designs not explicitly mentioned in the *Building Code* are proposed, applicable documentation for approvals from the BMEC or CCMC are required.
12. Demolition Supplementary Information Form is a form required as part of an *Application* for a demolition *Permit*. The form provides key information related to the proposed demolition, including building characteristics, site conditions, utilities and services, and other factors related to demolition *Work*.