

Building Permit Requirements

New Construction

Industrial, Commercial, Institutional Occupancies, Large Residential

The following information is required at submission. A complete application for new construction of an industrial, commercial, institutional occupancy, or large residential, must be declined or issued within 15-30 business days in accordance with the Ontario Building Code.

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Building Permit Application Package (provided for guidance, additional information may be requested during review)

- Completed building permit application** consisting of:
 - "Schedule 1: Designer Information"
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Commitment to General Review where required
 - Detailed letter of use describing the nature of the operation or business, the number of employees and the occupant load for assembly type uses (restaurants, clubs, etc). Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage.
- One (1) copy** (.pdf format) of plans and specifications drawn to scale which must include:
 - Executed Site Plan Agreement
 - Approved Site Plan Drawings (Architectural Site Plan, Site Servicing, Grading, Functional Servicing Report, Geotechnical Report, HydroG report, etc.)
 - Architectural Plans**
 - Structural Plans** – design criteria for City of Barrie where SB-1 Climatic Data is used.
 - Mechanical Plans**
 - HVAC
 - Provide distribution system plan including unit location and specification, duct sizes and volume, damper and fire stop flap locations
 - Provide a copy of HVAC calculations
 - PLUMBING
 - Provide plumbing drawings for water, storm, and sanitary.
 - Provide fixture unit calculations for pipe sizing

- Provide water supply and drainage riser diagrams.
- Provide the peak instantaneous flow for sizing of the water meter with InnServices

SPRINKLER/STANDPIPE

- Provide sprinkler layout, shop drawings, cut sheets, hydraulic calculations, in conformance with NFPA 13 designed by a qualified person in fire protection

DRY HYDRANT AND TANKS (where applicable)

- Fire flow calculations
- Tank size, orientation, connections
- Bearing material
- Dry hydrant assembly, vent, fill port, access hatch

ELECTRICAL

- Show the location of all required exit signs and emergency lights
 - Where a fire alarm system is required provide the fire alarm drawing conforming to CAN/ULC S524-M
 - Mag locks and hold open devices require submission of technical information on devices and tie into fire alarm system
 - Integrated Life Safety Systems Testing Plan (CAN/ULC S1001) (if applicable)
- Energy Efficiency Design Summary Report (SB-10)
 - Commercial cooking facilities** must be equipped with an exhaust system designed in compliance with NFPA 96

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).
3. **Permit Fee:** Fees are dependent on the Major Occupancy (use) of the building. Please see the Fees & Charges By-law for more information.

***Fees are charged in accordance with the Town's Fees and Charges By-law and are subject to change.*



Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	

COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEER

PART A – TO BE COMPLETED BY OWNER

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the building code requires that the project described above be designed and reviewed during construction or demolition by an architect, a professional engineer or both that are licensed to practice in Ontario, and

WHEREAS Ontario law prohibits the construction or demolition of a building if a permit has not been issued to authorize it, and

WHEREAS architects and engineers are prohibited by law from undertaking general review of construction if a permit has not been issued,

NOW THEREFORE the Owner, who intends to construct or demolish or have the building constructed or demolished, hereby confirms that:

1. The undersigned architect and/or professional engineers have been retained to provide general review of the construction or demolition of the building to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption; and
4. Construction or demolition will only be undertaken if an architect and/or professional engineers are retained to undertake general review, and a permit authorizing the proposed construction or demolition has been issued.

The undersigned hereby certifies that he/she has read and agrees to the above

Owner's Name:

Date:

Owner's Address:

Telephone:

Signature of Owner:
(or authorized agent)

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

PART B – TO BE COMPLETED BY CONSULTANTS

The undersigned architect and/or professional engineers hereby certify that they have been retained to provide general review of the parts of construction or demolition of the building indicated, to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the OAA and/or PEO.

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address: