



COMMERCIAL FAST TRACK PERMIT GUIDE

Process Requirements & Guidelines

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Commercial Fast Track Permit Guidelines

The City of Barrie Planning and Building Services department has implemented a Fast Track permit process for Interior Alterations for Commercial Buildings. This process is intended to reduce the permit issuance timeframe from 20 days (as regulated by the Ontario Building Code) to approximately 10 business days. Although we cannot guarantee permits will be issued within the 10 day period, we will endeavor to meet this expedited timeframe.

Our ultimate goal is to reduce the time it takes for smaller interior alteration permits to be processed and issued. In order to achieve this goal, there will be a set of rules in place to ensure this process is effective and beneficial to both the City of Barrie and the construction industry as a whole. As this is a new and evolving process, it is possible that there may be changes made along the way.

There will also be rules in place to prevent abuse of the Commercial Fast Track process in order to ensure fair and proper use by all. Please see the Terms & Conditions on page 5 of this document.

Required Documents

In order for this Fast Track process to be effective, the following drawings and information must be provided (please refer to the table Legend and Footnotes as needed):

| Required Documents Legend: | |
|----------------------------|---|
| X = Required | O = Optional (i.e. only if applicable to design) R = Regulated Area |

| Document Type | Number of Copies | Business Personal Services | Mercantile | Backflow | Portables | Occupant Load Inspection |
|---|------------------|----------------------------|------------|------------------|-----------|--------------------------|
| Building Permit Application Form | 1 | X | X | X | X | |
| Commercial Fast Track Form | 1 | X | X | | X | |
| Payment in Full | | X | X | X | X | X |
| Site Plan Drawing | 3 | X | X | X | X | |
| Floor Plan Drawing | 3 | X | X | X ⁽¹⁾ | X | X ⁽⁷⁾ |
| Life Safety Plan/Electrical Drawings ⁽³⁾ | 3 | X | X | | X | |
| Mechanical Drawings ⁽⁴⁾ | 3 | X | X | | X | |
| Supporting Documents ⁽⁵⁾ | O | O | O | O | O | O |
| Demolition Plan (Before Drawing) ⁽⁶⁾ | 3 | X | X | | | |
| OBC Matrix | 3 | X | X | | X | |
| Commitment of General Review ⁽²⁾ | 1 | X | X | | X | |
| Occupant Load Form | 1 | | | | | X |

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|-----------------------------|---|---|---|---|---|--|
| Source Water Screening Form | 1 | R | R | R | R | |
|-----------------------------|---|---|---|---|---|--|

- (1) Floor Plan drawing showing where the backflow devices will be located.
- (2) Required to be signed by all professional Architects and/or engineers involved and by the owner. You must also identify the prime consultant.
- (3) Includes Emergency Lighting, Exit Signage, Travel Distance Analysis, and Fire Separations.
- (4) Includes Plumbing, HVAC, and Ventilation Designs.
- (5) Includes ULC Listed Assemblies and Device Specifications.
- (6) Drawing showing condition of suite prior to construction, any walls being removed, and previous use as defined by the OBC.
- (7) Sketch showing location and number of washrooms, exits (including the door width).

Submission Guidelines

In order to provide this increased level of service, we will only be accepting a total of 5 Commercial Fast Track applications each week. These applications will only be accepted on Mondays, in person, on the 8th floor of City Hall (in the Building Department) at this time. Our Building Officials will verify all required information is provided. If information is missing, your application will not be accepted and will be subject to the regular review process. Please refer to the Terms and Conditions on page 5 of this document.

What Qualifies?

As the scope and complexity of each project is different, the types of permit applications that qualify for this Commercial Fast Track process are limited. Outlined below are the accepted permit application types.

Business and Personal Services (Ontario Building Code - Group D)

As defined by the Ontario Building Code, Business and Personal Services means: the occupancy or use of a building or part of a building for the transaction of business or the provisions of professional or personal services.

| Scope of Project | Business Examples | Exceptions |
|--|--|---|
| Interior Alterations to a suite with a suite area 300m ² (3230ft ²) or less that have been designed by Architects and/or Engineers. | <ul style="list-style-type: none"> ▪ Advertising and Sales Offices ▪ Barber/Hair Dresser Studio ▪ Beauty Parlour ▪ Banks Branches ▪ Chiropractor Offices ▪ Dental Offices ▪ Health/Fitness Clubs ▪ Massage Parlour ▪ Doctor Offices ▪ Legal/Accounting Offices ▪ Veterinary Offices | <ul style="list-style-type: none"> ▪ More than One Floor ▪ Surgery or General Anesthesia ▪ Mixed Use Occupancies ▪ Dry Cleaning ▪ Any use of Heavy Timber ▪ Projects subject to the Development Charges Act (DCA's), Educational Development Charges (EDC's), or Parkland Dedication Fees |

Mercantile (Ontario Building Code - Group E)

As defined by the Ontario Building Code, Mercantile means: an occupancy or use of a building or part of a building for the displaying or selling of retail goods, wares, or merchandise.

| Scope of Project | Business Examples | Exceptions |
|--|--|--|
| Interior Alterations to a suite with a suite area 300m ² (3230ft ²) or less that have been designed by Architects and/or Engineers. | <ul style="list-style-type: none"> ▪ Department Stores ▪ Small Shops ▪ Hardware Stores ▪ Suites within Shopping Malls ▪ Restaurant (occupant load less than 30) | <ul style="list-style-type: none"> ▪ More than One Floor ▪ Mixed Use Occupancies ▪ Restaurants where patron space will increase ▪ Any use of Heavy Timber ▪ Projects subject to the Development Charges Act (DCA's), Educational Development Charges (EDC's), or Parkland Dedication Fees ▪ Requires NFPA 96 Hood (Commercial Kitchen) |

Backflow Preventer

As defined by the Ontario Building Code, Backflow Preventer means: a device or a method that prevents backflow in a water distribution system.

| Scope of Project | Backflow Examples | Exceptions |
|--|---|---|
| Installation of Backflow or Premise Isolation Devices. | <ul style="list-style-type: none"> ▪ DVCA ▪ RP ▪ DuC ▪ SCVA ▪ DCAP | <ul style="list-style-type: none"> ▪ Installation on Fire Protection Systems (i.e. Sprinklers and Standpipes). |

Portable Classrooms

A Portable Classroom is a movable structure that can be relocated from one location to another and is used as a classroom for educational instruction in Elementary and Secondary schools.

| Scope of Project | Examples | Exceptions |
|---|---|---|
| Relocation of Portables from another location that have been designed by Architects and/or Engineers. | <ul style="list-style-type: none"> ▪ Elementary School Portables ▪ Secondary School Portables | <ul style="list-style-type: none"> ▪ Portables containing fueled-fired appliances. |

Occupant Load Inspections

An Occupant Load inspection is typically done to accompany your application for a liquor license. This inspection provides the maximum allowed occupant load of the establishment in question.

| Scope of Project | Examples | Exceptions |
|---|---|---|
| Re-evaluation of the permitted occupant load of a building. | <ul style="list-style-type: none"> ▪ Restaurants ▪ Bars | <ul style="list-style-type: none"> ▪ Only for existing buildings that have been previously occupied. |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> ▪ Location where alcohol is served | |
|--|--|--|

What Does Not Qualify?

Due to the complexity of the building, the following type of projects will not be included in the Commercial Fast Track process:

- Group A, B, C, or F Occupancies Classified in 3.1.2.1. of Div. C, Part 3, Ontario Building Code
- Designated Structures as defined under Article 1.3.1.1. of Div A, Part 1, Ontario Building Code
- Any building requiring extensive research, as determined by the Building Department
- Change of Use permits in buildings that have never had an occupancy (Shell Buildings)
- New construction or additions to existing buildings
- Any building that stores, uses, or dispenses hazardous chemicals or gases
- Any building containing vertical floor openings
- Any building that requires specialized ventilation or smoke control management systems
- Any project involving storage and racking systems or storage of high density files
- Sales Trailers
- Revisions to previously issued Fast Track Permits

Terms and Conditions

In order to provide fair and equal access, the following rules will apply to everyone who chooses to use this service:

1. All construction shall be built in accordance with the approved Commercial Fast Track permit drawings.

Consequence: Failure to build in accordance with the approved Commercial Fast Track Permit drawings will result in revisions being required. These revisions will not be fast tracked and will be in queue with all other permits. No work will be permitted to continue and no inspections will be permitted to be scheduled until the revised drawings have been approved. In addition, access to the Fast Track system will be suspended for a period of one year.
2. All Commercial Fast Track applications shall meet the requirements set out in this document.

Consequence: Failure to meet the requirements set out in this document will result in the permit application being switched to the normal review process.
3. While your Commercial Fast Track application is under review, no inquires will be accepted regarding the status of your application as this hinders the process and causes delays.

Consequence: Any voicemails or emails will be ignored unless we, the Building Department, have initiated contact with you for clarification.
4. Drawings shall be complete and meet all the requirements of the Ontario Building Code.

Consequence: If the drawings are deemed to be missing information and revisions are required, these revisions (once received) will be put in queue with the remainder of the permits and no longer fall under the Fast Track process.