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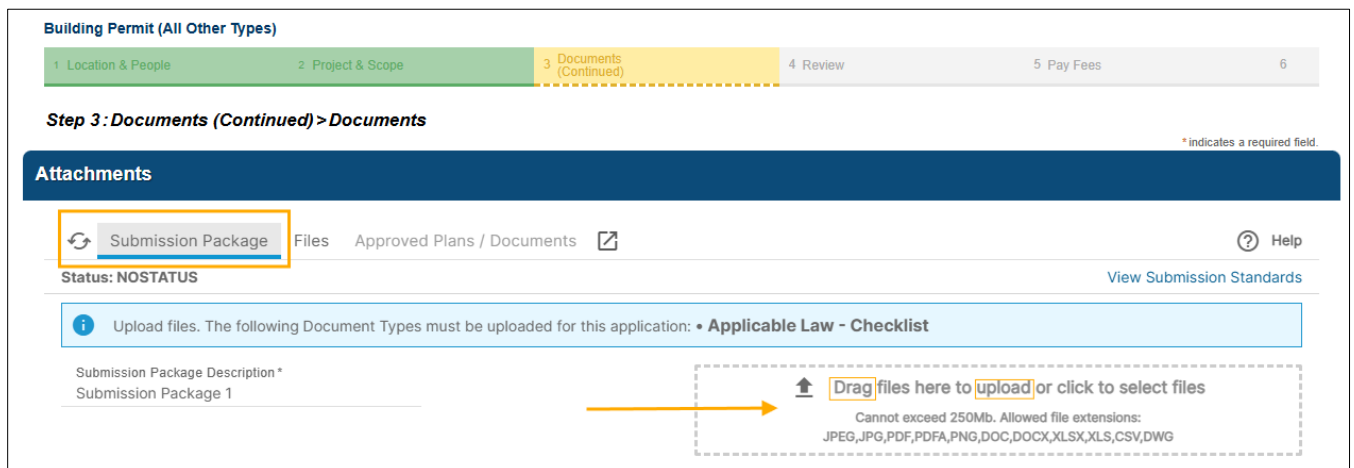
Uploading Documents

Using the Submission Package Tab

The **Submission Package** tab is where you will upload your documents to APLI. This applies to **NEW** and **EXISTING** (previously submitted) applications/records.

Uploading your Documents

- In the **Attachments** page of your application, you can use the upload area (shown below) to:
 - Drag and drop files OR
 - Upload files (select the file(s) from your computer and click open)



Building Permit (All Other Types)

1 Location & People 2 Project & Scope 3 Documents (Continued) 4 Review 5 Pay Fees 6

Step 3: Documents (Continued) > Documents

* indicates a required field

Attachments

Submission Package Files Approved Plans / Documents

Status: NOSTATUS [View Submission Standards](#)

Upload files. The following Document Types must be uploaded for this application: • **Applicable Law - Checklist**

Submission Package Description *
Submission Package 1

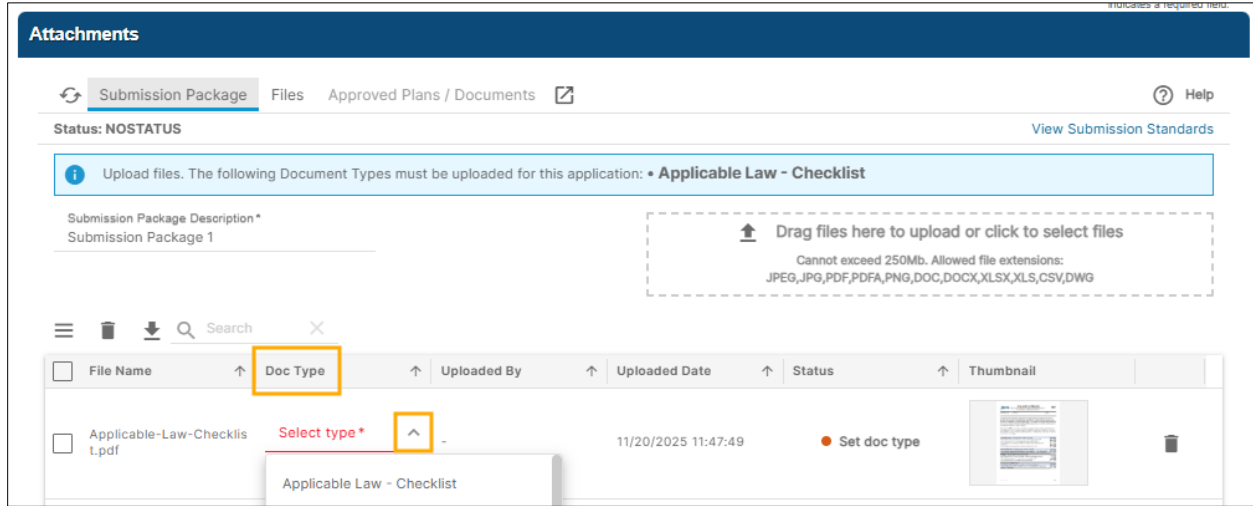
Drag files here to upload or click to select files

Cannot exceed 250Mb. Allowed file extensions:
JPEG, JPG, PDF, PDFA, PNG, DOC, DOCX, XLSX, XLS, CSV, DWG

- APLI will perform a virus and duplicate file check and once complete, you will be able to proceed

Selecting the Document Type

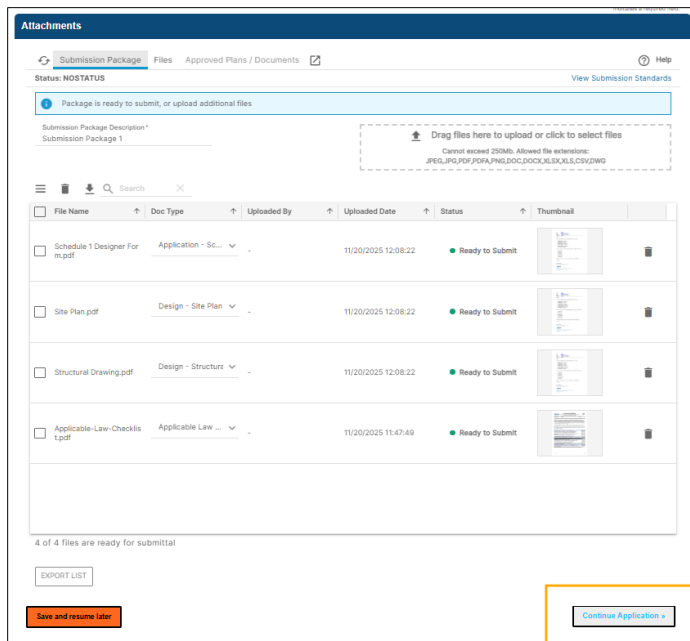
- Under the **Doc Type** tab, select the correct type of document using the drop-down menu (the available document types differ with each application)



The screenshot shows the 'Attachments' page for a submission package. The status is 'NOSTATUS'. A message indicates that files must be uploaded for the application type 'Applicable Law - Checklist'. A table lists the uploaded files, with the 'Doc Type' column highlighted. A dropdown menu is open for the 'Applicable-Law-Checklist.t.pdf' file, showing the selected document type 'Applicable Law - Checklist'.

File Name	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
Applicable-Law-Checklist.t.pdf	Select type* Applicable Law - Checklist	-	11/20/2025 11:47:49	Set doc type	

- Add all required documents for your application
- Wait until the document Status is green (**Ready to submit**)
- Click **Continue Application**



The screenshot shows the 'Attachments' page with a message indicating that the package is ready to submit. The table lists four files, all with a status of 'Ready to Submit'. The 'Continue Application' button is highlighted.

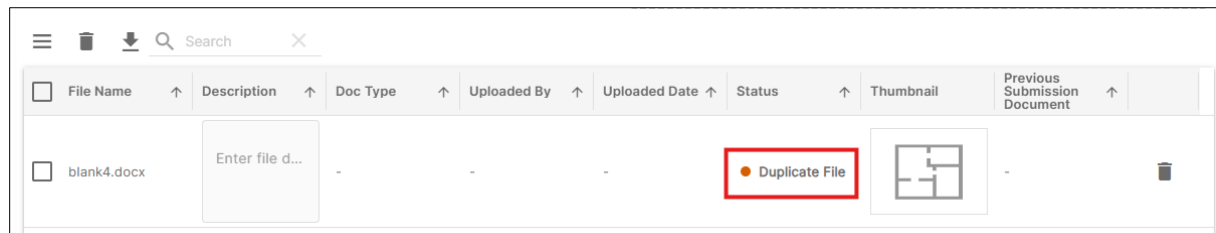
File Name	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
Schedule 1 Designer For m.pdf	Application - Sc...	-	11/20/2025 12:08:22	Ready to Submit	
Site Plan.pdf	Design - Site Plan	-	11/20/2025 12:08:22	Ready to Submit	
Structural Drawing.pdf	Design - Structures	-	11/20/2025 12:08:22	Ready to Submit	
Applicable-Law-Checklist.t.pdf	Applicable Law ...	-	11/20/2025 11:47:49	Ready to Submit	

4 of 4 files are ready for submittal

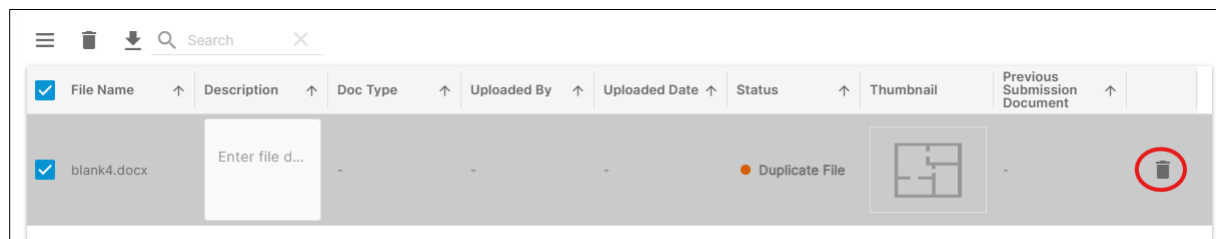
[EXPORT LIST](#) [Continue Application](#)

Troubleshooting Document Upload Issues

- If your file is too large, reduce the size before uploading
- If your file is locked for editing, please make sure it is unlocked prior to uploading
- Always double-check that you picked the correct **Document Type**
- If the document you have uploaded is a duplicate of another document (e.g. either the file name or the content is the same of a file that already has been submitted), a **Duplicate File** status will show preventing you from proceeding in submitting the application



- To delete the file, click the box next to the file name
- Click on the trash can icon to delete the file



- Upload a new file that has not yet been uploaded previously and includes a different file name with different content in the file.

How to Access Your Records to Upload/Download Documents

Access your existing applications/records to upload or download documents.

Login and Locate Your Record

- Login to [APLI](https://eservices.barrie.ca) (eservices.barrie.ca)
- On the home page, click on **Access My Records**
- Click on the arrow beside **Building Services** or **Development Services**
- Find your application/record in the list
- Click on the **Record Number** to open the details



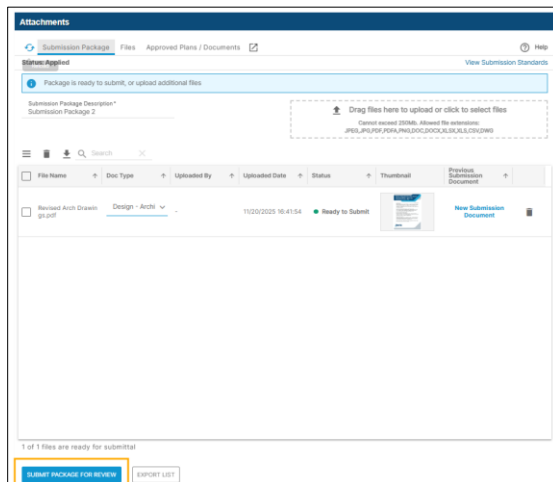
☐	PMT25-01049	Applied	Residential Deck	Deck Permit
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Go to Attachments

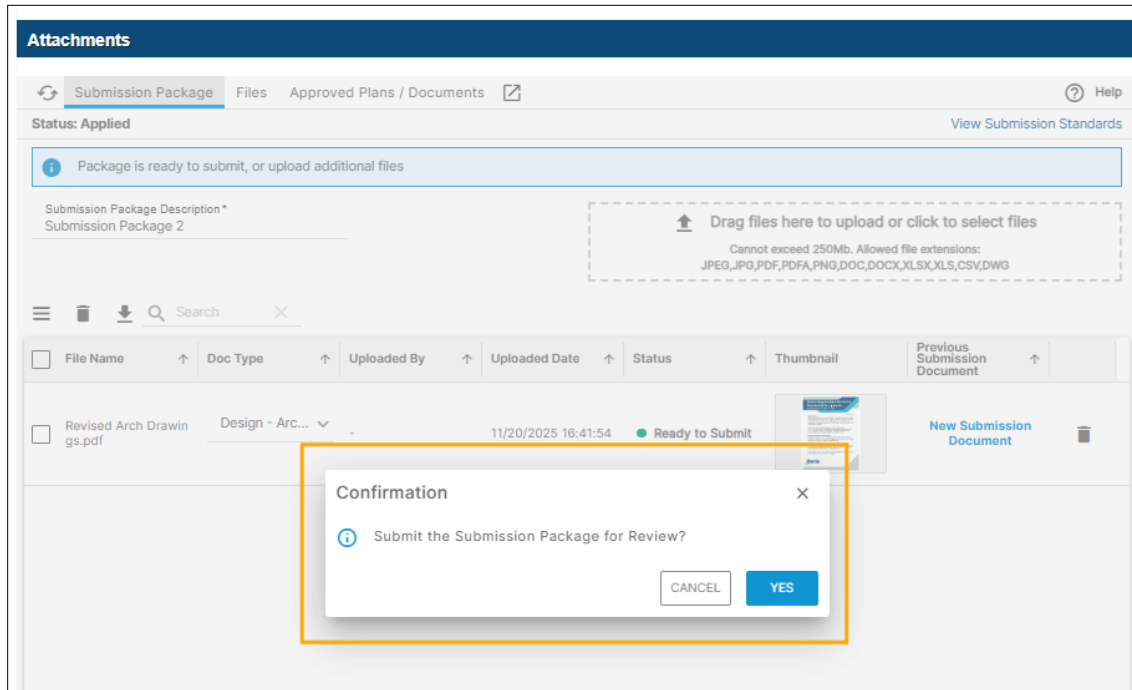
- Once in your record, click on the **Attachments** tab



- Add your documents to upload them
- Click **Submit Package for Review**

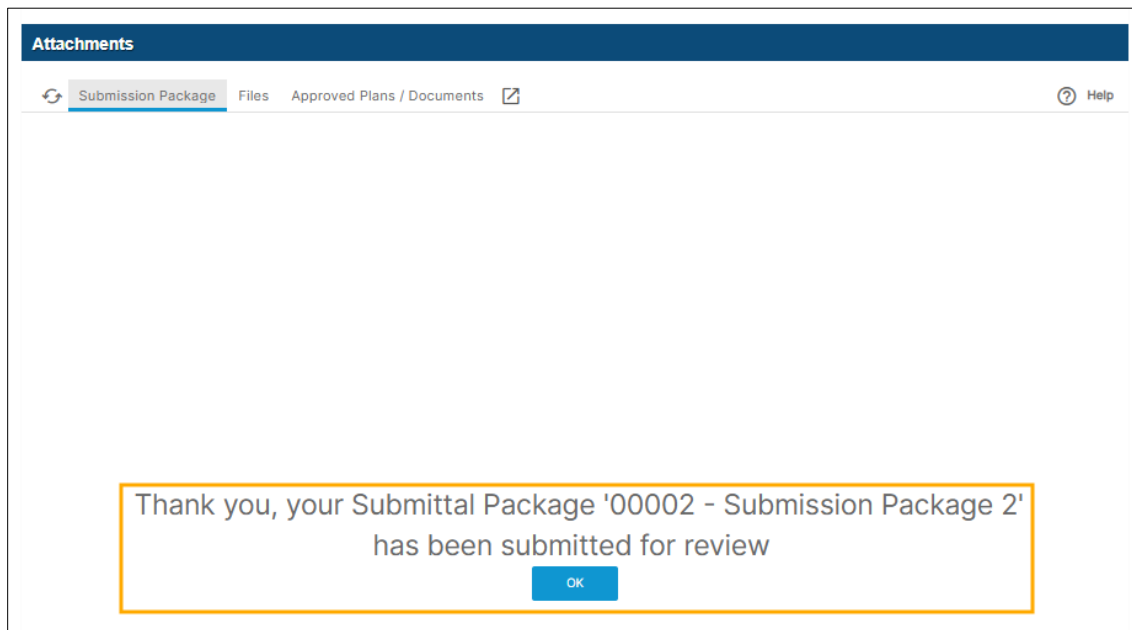


- Click **Yes** in the Confirmation Box



The screenshot shows the 'Attachments' page in the APLI system. The status is 'Applied'. A message indicates the package is ready to submit. A table lists the submission package 'Submission Package 2' with a status of 'Ready to Submit'. A confirmation dialog box is overlaid, asking 'Submit the Submission Package for Review?' with 'CANCEL' and 'YES' buttons.

- You will receive confirmation that the APLI system received your document submission

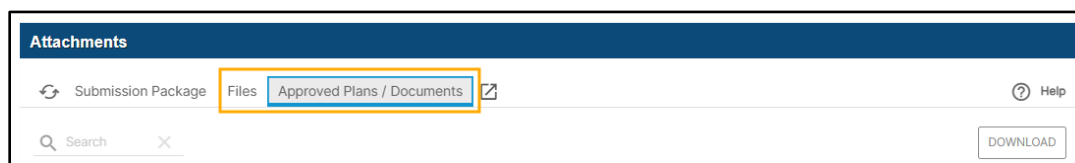
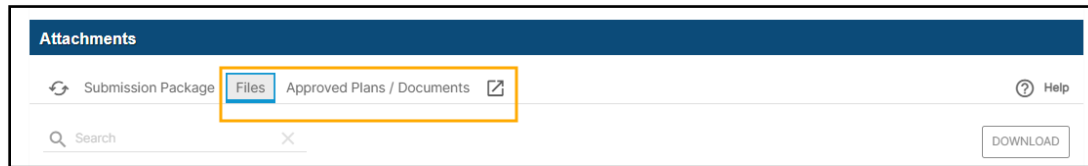


The screenshot shows the 'Attachments' page in the APLI system. A message box is displayed, stating: 'Thank you, your Submittal Package '00002 - Submission Package 2' has been submitted for review'. An 'OK' button is visible below the message.

Downloading Documents

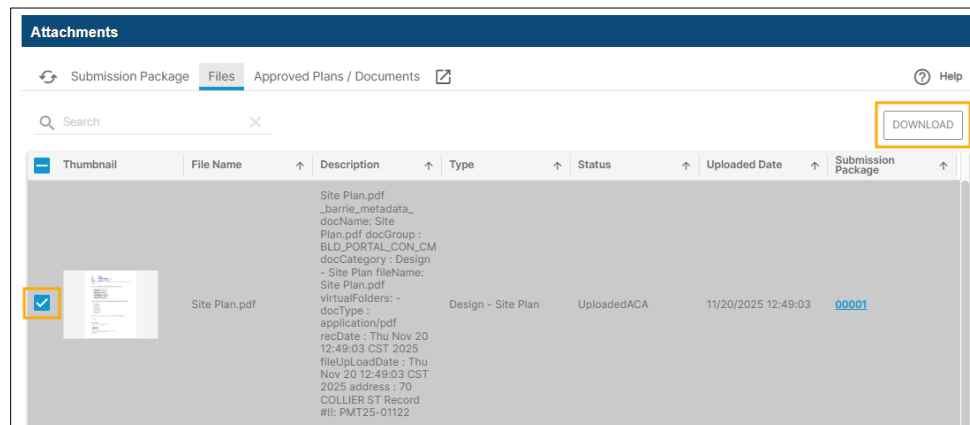
Locating Documents (Files and Approved Plans/Documents)

- Click on **Files** and/or **Approved Plans / Documents**

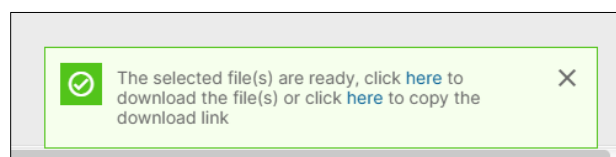


How to Download Your Documents

- Check off the box beside the **File**
- Click **Download**



- At the bottom right-hand corner of your screen, a green window will appear advising you to click the link “here” to download



- After clicking “here”, the file will download directly to your device