

Contact

 647-677-2903

 suhaybarif@gmail.com

 linkedin.com/in/suhaybarif/

Areas of Expertise

Permit Administration

Municipal Zoning and Code Compliance

Residential and Commercial Construction

Project Coordination and Scheduling

Construction Documentation Review

Estimating and Quantity Take-Offs

Procurement and Trade Management

BuildPro, JD Edwards, PlanSwift

AutoCAD, Revit, SolidWorks, SketchUp

Budget Monitoring and Fee Management

Cross-functional Collaboration

Process Improvement and Workflow Optimization

SUHAYB ARIF

Construction and Permitting Professional

Detail-oriented and results-driven construction and permitting professional with over five years of experience in residential construction. Skilled in coordinating building permit applications across multiple municipalities, performing precise quantity take-offs, and supporting full-cycle project execution. Known for strong collaboration with consultants, trades, and municipal officials to drive timely approvals and construction readiness. Technically proficient in CAD-based modelling, estimating platforms, and construction software, and holds an advanced diploma in Architectural Technology and a Bachelor of Science with Honours in Construction Project Management, currently pursuing Project Management Professional (PMP) designation and Building Code Identification Number (BCIN) certifications. Set to begin a part-time Master of Business Administration (MBA) at Wilfrid Laurier University in September, to further strengthen leadership and business acumen in the construction industry.

Professional Experience

MATTAMY HOMES, Mississauga, ON | 2022 – 2025

Permit Administrator

Led end-to-end coordination of building permit applications for large-scale residential developments across 10 municipalities, contributing to the successful issuance of over 2,500 permits.

- Oversaw permit readiness for 274 lots, preparing 207 of 218 sold lots by construction start, enabling uninterrupted excavation and foundation work.
- Secured timely issuance of model home permits to meet critical fiscal closure deadlines.
- Submitted 202 permit applications within three days and coordinated internal distribution within 24 hours to ensure continuity of project timelines.
- Submitted a wide range of permit types, including certified models, TSAP, model homes, repeat applications, townhomes, and lot specifics.
- Maintained and updated central permit trackers and reporting tools, ensuring data accuracy amid shifting timelines, evolving requirements, and leadership transitions.
- Analyzed construction drawings to identify compliance issues early, significantly reducing rework and expediting municipal approvals.
- Liaised across internal departments, architectural consultants, and municipal contacts to resolve issues and keep projects on schedule.

Education

Wilfrid Laurier University,
Waterloo, ON | **enrolled**
(beginning in September 2025)

Master of Business
Administration (part-time)

Atlantic Technological University
Sligo, Sligo, Ireland | **2022**

Bachelor of Science with Honours
(BSc Hons), Construction Project
Management

Mohawk College,
Hamilton, ON | **2019**

Advanced Diploma, Architectural
Technology

Certifications

Building Code Identification
Number (BCIN) Certification
Ministry of Municipal Affairs and
Housing (MMAH), in progress

Project Management
Professional (PMP), Project
Management Institute, in progress

Certified Member
Project Management Institute,
since 2022

General Legal Process and
Powers and Duties
George Brown College, 2025

Small Buildings
George Brown College, 2025

- Processed high-volume development charges and permit-related payments with precision, ensuring budget compliance and audit readiness.
- Three (3) years in homebuilding experience by utilizing BuildPro and JD Edwards.

GRANITE HOMES, Guelph, ON | March – September 2021

Purchasing and Estimating Coordinator

Supported procurement and estimating functions for new home construction, facilitating cost control and vendor compliance.

- Prepared and issued accurate, lot-specific purchase orders to trades and suppliers, ensuring completeness and alignment with project scope.
- Conducted quantity take-offs for stacked units and detached homes using PlanSwift, directly informing procurement and budgeting.
- Evaluated contractor quotes to support decision-making, emphasizing cost-efficiency and delivery timelines.
- Maintained up-to-date trade documentation (insurance, WISB, Form 1000s) and fostered strong working relationships with construction teams and vendors.

ROWAN WILLIAMS DAVIES & IRWIN (RWDI), Guelph, ON | September – December 2018 and May – August 2019

Graphic/Modeller (Co-op)

Collected and interpreted project documentation (drawings, sketches, photos, and ArcGIS data) to develop AutoCAD drawings for 4 to 5 commercial, residential, and public construction projects on a weekly basis.

- Exhibited flexibility and adaptability while propelling operations for two company departments; assisted each project through all phases of project planning and execution.
- Liaised with multiple departments daily to ensure project deliverables are achieved; utilized platforms including AutoCAD, SketchUp, SolidWorks, and Revit.

LIMA ARCHITECTS INC., Burlington, ON | January – May 2018

Architectural Technologist (Co-op)

Created site plans, construction details, and finish architectural drawings for both residential and commercial projects. Demonstrated the ability to meet all deliverables while executing with accuracy and precision.

- Inspected ongoing project sites and conducted measurements of the existing home prior to renovation/additions. Utilized Revit to create as-built drawings.