



City of Orillia E-Permit Guidelines

The Building Division accepts electronic permit applications via email at building@orillia.ca. Alternatively, applicants can use the City's document sharing service "2big4email". In order to send via 2big4email, please advise building@orillia.ca for staff to add your email to the system.

Please follow these guidelines when submitting your permit application electronically.

General Requirements

- All building permit applications and related documents shall be submitted in a "Portable Document Format", also known as Adobe Acrobat or PDF (version 7 or higher).
- Files must be unsecured and not password protected.
- All documents within the entire building permit application package must open without a need for a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided.
- Building Permit forms are available on the City website in fillable PDF format. They shall be completed and signed (hand signature or electronic/digital signature accepted).
- Submissions with multiple pages or sets may be sent in individual files if file size is too large.
- Plans/Drawings with multiple pages and sets must be combined into a single Electronic Document (PDF format) in the same order as the submitted paper document.
- Drawings and Specifications must be in black and white only. Full-colour renderings and photos may be submitted, but only as supplements to a sufficient set of plans.
- Electronically produced documents, plans and drawings (i.e. dwg, docx) must be converted into PDF format for submission.

Naming Files

Permit application documents shall be named using the following format:

Example: 123 Main Street – Building Permit Application

Project Address - Building Permit Application (or BPA)

Project Address - Schedule 1 Form (or SC1)

Project Address - Energy Efficiency Design Summary Form (or EEDS)

Project Address - Site Plan or Grading Plan (or SP)

Project Address - Permit Drawings (or DWG)

Project Address - Architectural (or ARCH)

Project Address - Structural (or STRUC)

Project Address - HVAC Design

Project Address - HVAC Calculations

Project Address - Plumbing (or PLUMB)

Project Address - Electrical (or ELEC)

Project Address - Fire Alarm Drawings (if not part of the Electrical)

Project Address – Fire Sprinkler Drawings

Project Address - Energy Efficiency (If not part of another discipline)