



### **City of Orillia COVID-19 Building Permit Application Process**

The City of Orillia Building Division is now accepting appointments for building permit drop-off and pick up. Appointments can be booked through our website at [www.orillia.ca](http://www.orillia.ca). Staff will not be providing consult and/or reviewing the applications at the counter at this time. Accepted methods of payment are debit/cheque.

The City will still allow homeowners, contractors, renovators and business owners to apply for Building Permits without the need to submit paper drawings or paper application forms. Building Permit applications can also be mailed, sent via courier, dropped off in the City of Orillia dropbox.

If you wish to still submit your permit electronically, please follow the guideline below when submitting your Building 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.
- 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. The submitted drawings must be easily read when printed on 11" x 17" size paper. For drawings that are more detailed, or complex and require large format drawings, please refer to the Larger Drawing Submissions section in this guideline.
- Building Division forms and applications are available on the [City's website](#). They shall be completed and signed.

- Submissions with multiple pages or sets may be submitted as individual files if the 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 would normally be submitted as a paper document submission.
- 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 and Documents**

All documents shall be properly labelled and include the project address and an abbreviated description of the documents as follows:

- Project Address – Building Permit Application Form (“123StreetName\_BPA.pdf”)
- Project Address – Schedule 1 Form (“123StreetName\_SC1.pdf”)
- Project Address – Energy Efficiency Design Summary Form (“123StreetName\_EEDS.pdf”)
- Project Address – Site Plan or Grading Plan (“123StreetName\_SP.pdf”)
- Project Address – Permit Drawings (“123StreetName\_DWG.pdf”)
- Project Address – Architectural (“123StreetName\_ARCH.pdf”)
- Project Address – Structural (“123StreetName\_STRUCT.pdf”)
- Project Address – HVAC (“123StreetName\_HVAC.pdf”)
- Project Address – Plumbing (“123StreetName\_PLUMB.pdf”)
- Project Address – Electrical (“123StreetName\_ELEC.pdf”)
- Project Address – Fire Alarm (if not part of Electrical) (“123StreetName\_FIRE.pdf”)
- Project Address – Sprinkler (“123StreetName\_Sprinkler.pdf”)

## **Building Permit Application Submission**

Building Permit application drawings that are legible, and can fit on 11" x 17" paper can be submitted by e-mail to [building@orillia.ca](mailto:building@orillia.ca). Attach all documents and plans to your e-mail and add the project address to the subject line of the e-mail. If it is too large for one email, try sending documents in separate emails ensuring that the address is in the subject line and the message of 1 of 2, or 1 of 3, etc. Alternatively, applicants can use the City's document sharing service "[2big4email](#)". In order to send *via* 2big4email, please advise [building@orillia.ca](mailto:building@orillia.ca) for staff to add your email to the system.

A confirmation email will be returned to you within two (2) business days acknowledging receipt of your Building Permit application submission and if any additional information is required to start review.

## **Larger Drawing Submissions**

For large or complex construction projects that have large drawing sets (larger than 11" x 17") appointments can be made for drop off.

The 1<sup>st</sup> floor of the Orillia City Centre can be accessed by the public between 1:45 p.m. and 4:15 p.m. If you have large drawings, please call 705-325-1311 to request a staff member from the Building Division, and a member of the Building Division will arrange an appointment to collect large rolls of plans from you in the lobby on the first floor. Alternatively, applicants can choose to send larger submissions *via* Courier.

## **Building Permit Application Review**

The Building Permit application will be forwarded through required City departments for review of compliance with the Ontario Building Code and other applicable law.

Once the Building Inspector has completed review of the Building Permit application submission, Building Permit fees calculations, Development Charges calculations, and any concerns or outstanding information required will be sent to the application *via* e-mail.

## **Building Permit Issuance**

The applicant will be notified when their permit is issued and staff will determine the best way to get a copy to the applicant.

## **Paper Drawing Submissions**

As an alternative to submissions by e-mail, you can also make a paper submission of your Building Permit application, with the required forms and documents, and they are not too large, that can be done anytime through the City's mail slot at the entrance to City Hall.

## **Payment**

For electronic submissions, the Building Division is accepting payment of the building permit fees in the form of cheque only via mail or in the City of Orillia dropbox at 50 Andrew St S, in order to limit the spread of COVID-19. If you have made an appointment to submit an application, or are picking your permit up *via* appointment only, debit is also an acceptable form of payment.

For more information, please contact [building@orillia.ca](mailto:building@orillia.ca).