

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit for an accessory building (shed, gazebo) in the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances.

Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form](#) (required if applicant is not the owner)

Required Drawings and Information

- A detailed [Site Plan](#) showing the location of the proposed accessory building, setback from property lines and the percentage of lot coverage height of the deck above ground.
- **Detailed construction drawings**, including footing & foundation information with dimensions, wall & roof construction details, exterior cladding & roofing material, elevations, and cross sections.



Building Permit Fee

\$175.00 flat fee per accessory building (shed, gazebo, etc.)

Before you submit your Permit Application

Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.

Submit Your Permit Application!

There are two ways you can submit your permit application:

In-person: City Hall

Email: building@orillia.ca



Next Steps

Submit the **complete** permit application and supporting documents to the Building Division. Application is reviewed for completeness, compliance with the Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete, and all fees are paid. Construction begins and inspections scheduled. Building Inspector reviews major phases of construction until Occupancy and/or Final are complete.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone 705-329-7258 or email us at building@orillia.ca.