

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit for an additional dwelling unit(s) within the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances. Refer also to the [Additional Dwelling Units Building Permit Guide](#).

Required Application Forms

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

Required Drawings and Information

- Detailed floor plans, elevations, cross sections, and details
- A site plan showing:
 - the existing dwelling, lot width and property lines
 - the existing driveway, parking spaces, amenity area and front landscaped areas
- Detailed floor plans of the existing dwelling
- Detailed floor plans, elevations, and details of the proposed Additional Dwelling Unit(s)
- Detailed elevations showing the entrance/exit and emergency egress window information
- Existing floor separation and fire separation details
- Heat Loss and Heat Gain Summary (as applicable)



Fees and Charges

A summary of the typical fees and charges are listed below. Additional fees may apply.

- [Building Permit Fees](#)
- [Plumbing Fees](#)
- [City Development Charges](#)

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.