



# City of Orillia

## Addition to a House

### Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit for an addition to a house 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](#)
- [Energy Efficiency Design Summary Form](#)
- [Owner's Authorization Form](#) (required if applicant is not the owner)



### Required Drawings and Information

- Detailed floor plans, elevations, cross sections, and details of both the existing house and the new addition
- [Site Plan](#) and/ or Lot Grading Plan designed and stamped by P.Eng.
- Heat Loss and Heat Gain Summary (as applicable)
- Engineered Roof Truss Design and Layout (as applicable)
- Engineered Floor System Layout including any Engineered Beams (as applicable)
- Specifications, information and or copy of previously issued permit for an existing on-site sewage system
- Properties served by a private septic system may have to have the existing system evaluated to ensure the addition does not reduce the performance level of the septic system

### Fees and Charges

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

- [Building Permit Fees](#)
- [Plumbing Fees](#)
- Lot Grading Deposit \$2,000.00 (refundable upon grading certification)

### 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](mailto: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](mailto:building@orillia.ca).