

## Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit if you propose to change an existing use to a different use of a building 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)
- [OBC Data Matrix Form](#)
- [Consultant's General Review & Commitment Form](#)

## Required Drawings and Information

- A detailed floor plan, elevations, cross sections and details.
- Show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities.
- In a building of multiple suites or units provide a key plan in relation to the entire building.
- A detailed summary describing the nature of the operation or business and the number of employees.
- A report from a qualified person as prescribed by the Building Code confirming that the change of use will safely occur within the existing building or portion thereof without the need to upgrade any construction, as permitted under Part 10 of the Building Code.

## Building Permit Fee

\$100.00 flat fee where no construction is proposed or required.

## 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).

