

### Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a demolition permit to demolish 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)
- [General Review Commitment Form](#) if Building > 600m<sup>2</sup>



### Required Drawings and Information

- Refer to the [Demolition Control Procedures](#)
- General Site Plan showing location of building to be demolished (or photos)
- Professional engineer overview required if building > 600m<sup>2</sup>

### Demolition Permit Fee

- |   |          |
|---|----------|
| • House                                     | \$150.00 |
| • All Other Buildings under 1.2.2.3.(1) OBC | \$400.00 |
| • Sewer & Water Capping Deposit Fee         | \$500.00 |

### 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. Demolition proceeds and inspections scheduled. Building Inspector reviews major phases of demolition until a final inspection is 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).