

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit to finish a basement 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

- Floor Plans: overall floor plans are required to be submitted, drawn to scale. (For example: 1/4" = 1 ft or metric scale of 1:50)
- Partial floor plans, photos, or single line drawings will not be accepted.
- Floor plans shall indicate the following:
 - Room sizes and types (room names, e.g., washroom, bedroom) to be shown
 - Ceiling heights for each room
 - Door and window sizes (including any window wells), depth from base of window to window well, and sill height from grade level
 - Type of wall and ceiling finishes in each room
 - Location of stairs and all handrails
 - Location and width of all doors
 - Location of smoke alarms, carbon monoxide detectors
 - Location of all plumbing fixtures, including verification of access to laundry facilities
 - Location of heating outlets in each room



Building Permit Fee

\$250.00 flat fee – Residential

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 inspection is completed.

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.