



# City of Orillia

## Commercial, Industrial, Institutional and Large Residential Multi-Unit Buildings

### Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit if you propose to build a new Industrial, Commercial, or Institutional building or an addition 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](#)
- [Energy Efficiency SB-10 Compliance Form](#)



### Required Drawings and Information

- Detailed floor plans, elevations, cross sections and details
- Site Plan (as approved under City Site Plan Control process)
- Geotechnical Investigation Report
- Architectural Drawings (elevations approved under City Site Plan Control process)
- Structural Drawings
- Mechanical Drawings (plumbing & HVAC) and calculations
- Electrical Drawings (general lighting, emergency/exit lighting, and fire alarm system)
- Automatic Sprinkler and Standpipe Drawings where applicable

### Fees and Charges

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

- [Building Permit Fees](#)
- [City Development Charges](#)
- [Simcoe County District School Board Education Development Charge](#)
- [Simcoe Muskoka Catholic District School Board Development Charge](#)

### 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).