

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Sign Structure on private property within 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)
- [Consultant's General Review & Commitment Form](#)



Required Drawings and Information

- A detailed [Site Plan](#) showing the location of the Sign(s)
- Wall dimensions where a Wall Sign is to be installed (height & width)
- Sign Dimensions: length, width, projection depth & height
- **Detailed construction drawings for the Sign structure**, showing:
 - Construction materials and assembly
 - Total weight of the Sign structure or individual letters (lbs. or kgs.)
 - Cross-section of the existing wall construction
 - Type of fastening hardware including the type, size & spacing of the fasteners

Professional Engineer Requirements

In accordance with 1.2.2.1., Div. C of the Ontario Building Code, a professional engineer shall be required for the design and general review of the installation of the Sign structure under the following circumstances:

- A ground Sign that exceeds 7.5 metres (24'-7") in height above the adjacent finished ground;
- A projecting Sign that weighs more than 115 kilograms (253lbs);
- A projecting Sign attached in any manner to a parapet wall; and
- A roof Sign that has any face area that is more than 10 square metres (108ft²).

Building Permit Fee

Payment of Permit fees is required when you submit your Building Permit Application.

[Building Permit Fees](#)

Building Permit Fees may be paid by cheque, debit, or credit card. A 2.4% convenience fee applies to credit card payments.

Before you apply for a Permit – Plan your project

We encourage you to [visit our website](#) to review all information before you begin your Building Permit Application with the City to make your application process easy and informative.

Submit your Permit Application

There are two ways you can submit your Building Permit Application:

Online: [Public Portal](#)

Email: building@orillia.ca



Next Steps

To learn more about what happens after you submit your Building Permit Application, [click here](#).