



# Building Permit Application Guide

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

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit if you propose to build a new Industrial, Commercial, Institutional or a Multi-Unit Residential Building in the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances.

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.



### Required Application Forms

- [Building Permit Application Form\\*](#)
- [Owner's Authorization Form\\*](#) (required if applicant is not the owner)
- [OBC Data Matrix Form](#) (may include on architect drawings)
- [Consultant's General Review & Commitment Form](#)
- [Energy Efficiency SB-10 Compliance Form](#)
- [Source Water Protection Pre-Application Screening Form](#)
- [Integrated Fire & Life Safety System Coordinator Verification Form](#)

\* Not required for applications submitted through the public portal.

### 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
- Draft Integrated Fire & Life Safety System Testing Plan

### 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 Charges](#)
- [Simcoe Muskoka Catholic District School Board Development Charges](#)

Building Permit Fees may be paid by cash, cheque, debit, or credit card. *Credit card payments are accepted online only. A 2.4% convenience fee applies to credit card payments.*

### Submit your Permit Application

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

Online: [Public Portal](#)

Email: [building@orillia.ca](mailto:building@orillia.ca)



### Next Steps

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

**Need help?** If you have any questions, please feel free to contact us and we will assist you through the process. Telephone 705-329-7258 or email us at [building@orillia.ca](mailto:building@orillia.ca).