



## GUIDE & CHECKLIST FOR BUILDING PERMIT APPLICATIONS

### WHY ARE BUILDING PERMITS REQUIRED?

Building permits are necessary to ensure that zoning requirements, health, fire and structural safety standards and other building standards are met.

It is the **homeowner's** responsibility to ensure that a building permit is obtained when required.

### WHEN ARE BUILDING PERMITS REQUIRED?

In general, under the Ontario Building Code Act, a building permit is required to erect, install, alter, extend or repair a building. A building is defined as a structure occupying an area greater than 10 square metres.

The following are examples of projects which will require building permits:

- Any deck attached to the house
- Any deck over 108 square feet (10m<sup>2</sup>)
- Porch
- Additions to house (sunroom, etc)
- Adding/legalizing a new unit
- Carport
- Attached garage
- Construction or installation of an accessory building such as a garage, shed, or playhouse larger than 108 square feet
- Dormers or structural roof repairs
- Solar panels
- Fences around swimming pools
- Septic system alterations
- Plumbing
- Adding/removing most walls
- Basement or main floor walkouts
- New or structural alterations to doors and/or windows

Permits are not required for:

- Air conditioning units
- Pool heaters
- Eaves trough
- Minor repairs to masonry

- Painting and decorating
- Landscaping
- Fences (max height 2m/6.5')
- Damp-proofing basements
- Kitchen/bathroom cupboards without plumbing
- Asphalt roof shingles

### **PLEASE NOTE**

ACCESSORY BUILDINGS AND DECKS, REGARDLESS OF SIZE, MUST BE LOCATED TO CONFORM TO APPLICABLE ZONING BY-LAW. BE SURE TO CHECK WITH ZONING TO ENSURE COMPLIANCE WITH THE ZONING BY-LAW WHETHER OR NOT YOU REQUIRE A BUILDING PERMIT.

### **PLANNING YOUR PROJECT**

During the preliminary planning stage of your project it is imperative that you determine what Zoning By-laws apply to your property.

Zoning By-laws regulate the use, size, location and types of buildings permitted on a parcel of land.

The information you will require from the Zoning By-law will include:

- Minimum building setbacks (distance from the buildings to the property lines)
- Building height restrictions
- Total building area and lot coverage permitted

### **WHAT IF MY PROJECT WILL NOT COMPLY WITH THE ZONING BY-LAW?**

Zoning By-laws are designed to control the use, location and massing of buildings on a lot, however, in some situations it may be impossible to work within set regulations.

In such a case, you, as the homeowner, may apply for a Minor Variance to the Committee of Adjustment. This is a public process. Be aware that an approximate time line for this process from start to finish is two months. A completed application with the fee must be submitted to the Planning Division. These applications can be obtained from City Hall. The application will proceed to a public hearing. If the committee deems your proposal to be appropriate they have the authority to grant you permission to vary from the specified zoning provisions. Be advised that a building permit will NOT be issued prior to the 20 day appeal period after the hearing.

### **APPLYING FOR A BUILDING PERMIT**

An application for a building permit can be obtained from the Building Division in the Municipal Office, or found online at [www.orillia.ca](http://www.orillia.ca). With your application you will be required to submit a site plan and detailed construction drawings and sufficient information for staff to establish that your project complies with the Ontario Building Code, the City of Orillia Zoning By-law and all other applicable laws.

You, as the homeowner may prepare your own construction drawings. If you are unable to do this, then plans need to be prepared by a qualified designer, an architect, or an engineer. A list of local, qualified designers is available at the Building Division counter in the municipal office.

TWO COPIES OF ALL PLANS MUST BE SUBMITTED WITH AN APPLICATION. THIS INCLUDES A DETAILED SITE PLAN WITH THE REQUIRED INFORMATION.

Required Drawings					
Proposed Project	Site Plan	Foundation Plan	Cross-Section	Floor Plan	Elevations
Carport	√		√	√	√
Garages & Accessory Buildings	√	√	√	√	√
Unit Creation	√			√	
Porches and Decks	√	√	√	√	√
Plumbing				√	

### SITE PLAN

A site plan or survey is required for ALL building permit applications. The site plan is the first item to be reviewed in the process. It will identify all buildings and other features in relation to property boundaries. The submitted plan should identify your existing house and all other structures, and proposed changes with measurements to the surrounding property lines. Most or all of the information required for a site plan can be found on your survey. You may have received one when you bought your home. The City may have a survey on file and a copy can be obtained at the Building Division counter.

The following information needs to be on the site plan submitted for the permit application:

- Street name
- Property lines with dimensions
- Setbacks to all property lines from existing and proposed structure(s)
- Proposed construction (preferably shaded)
- Overall dimensions of **all** structures on your property

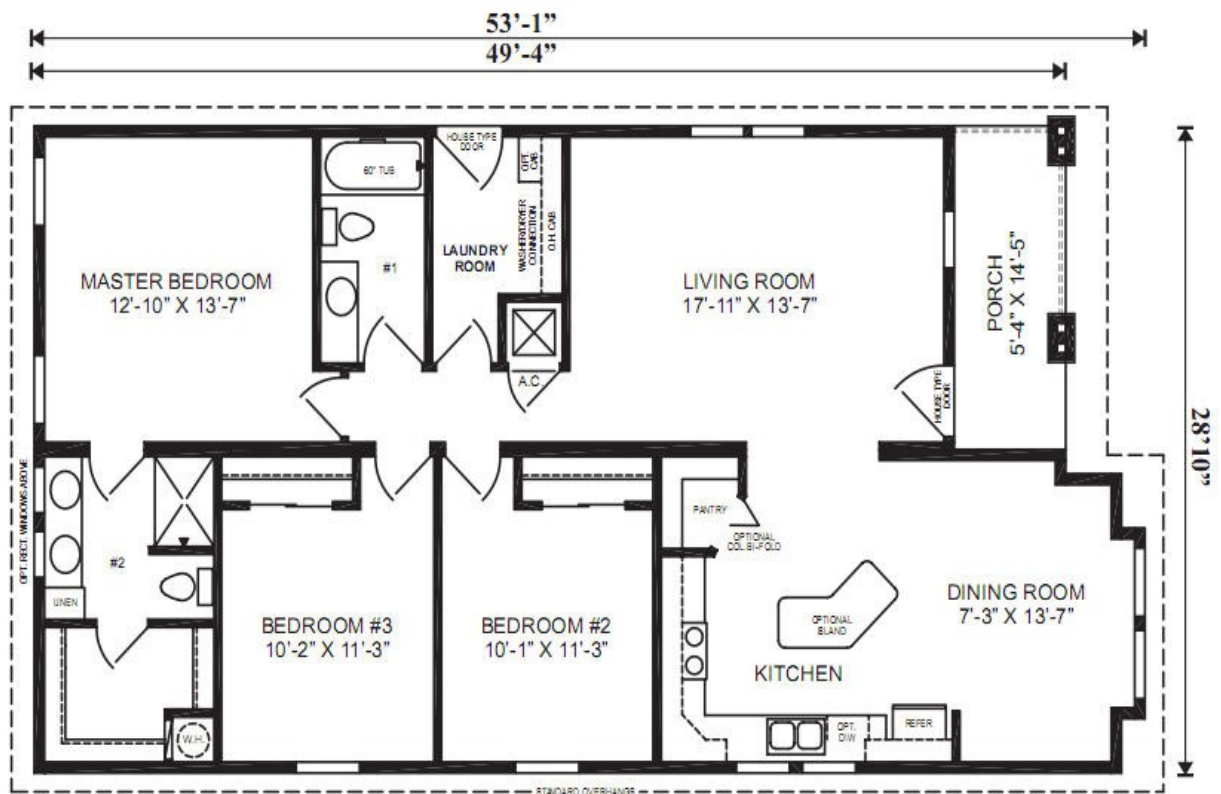
Please see separate *Guide to Creating a Site Plan for Building Permit Submission*.

## FLOOR PLAN

Floor plans provide a 'bird's eye view' of the different floors of your house. They show scaled dimensions of the rooms, halls, and stairs on each floor, as well as the size, direction and spacing of structural members (eg. joists, beams and lintels)

The following information needs to be on a floor plan:

- Room names
- Interior and exterior dimensions, including door and window sizes
- Structural members and lintels, including the sizes
- The materials being used and the extent and size of both new and existing
- Location of plumbing fixtures
- Smoke & CO alarms



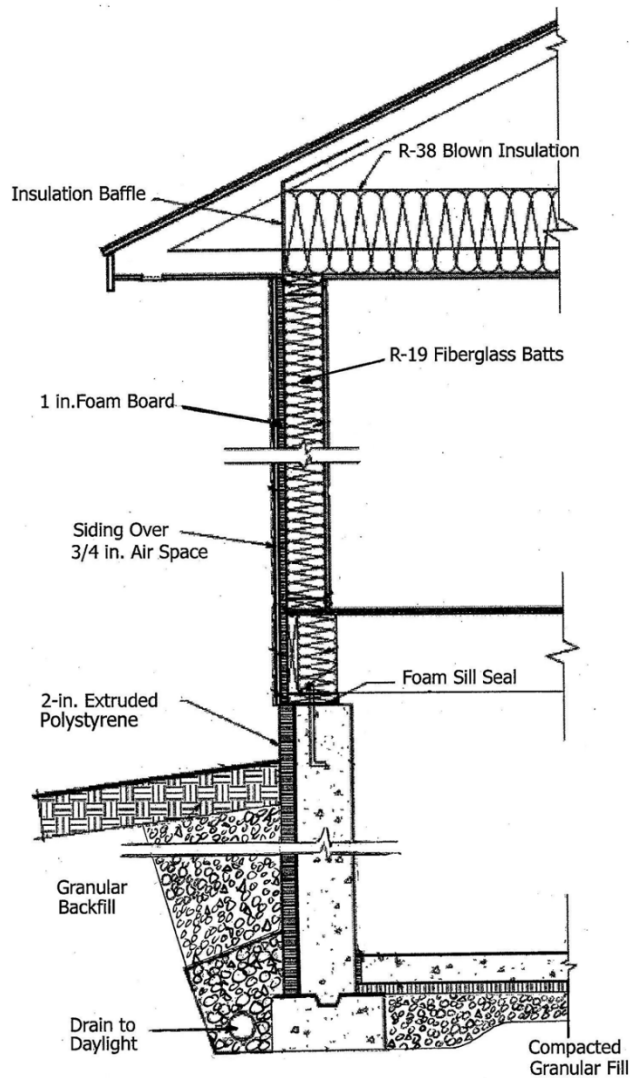
Note: This drawing is a simplified floor plan. A lot more detail will be required on a floor plan submitted with a building permit application.

## SECTION DRAWING

A section drawing presents a view of the house along an imaginary cut, showing the structural elements of the building and exposing what is hidden behind the walls. Sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another.

The following information should be in the section drawing:

- Room and height
- Size and type of materials and finishes such as, but not limited to: footing size, foundation wall, lumber sizes, insulation values, wall & ceiling finishes, and roofing material
- Finished floor level and outside grades



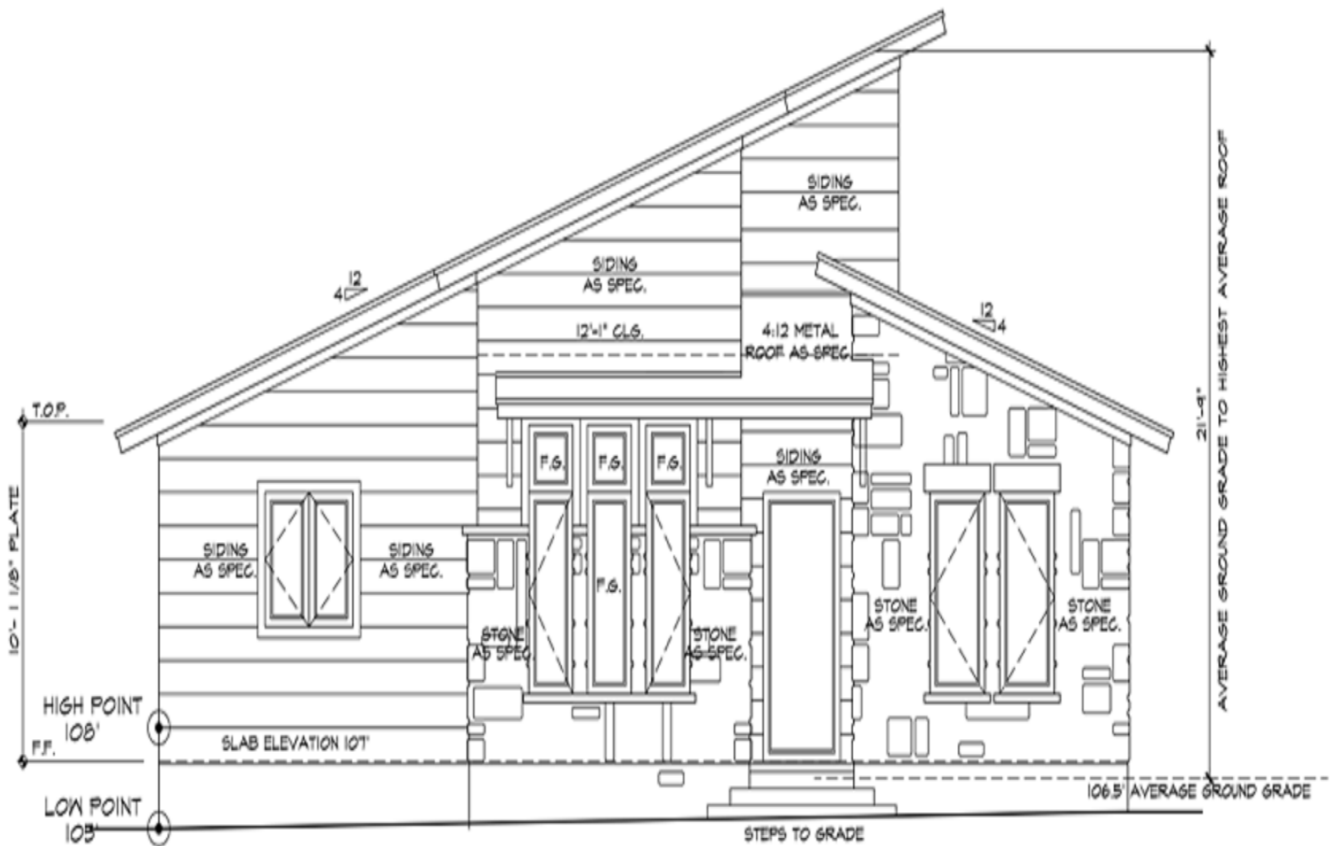
WALL SECTION - TYP.

## ELEVATIONS

Elevations show all views of a building. Elevation drawings may be required for any project which would alter the exterior view of your house.

The following information needs to be shown on an elevation:

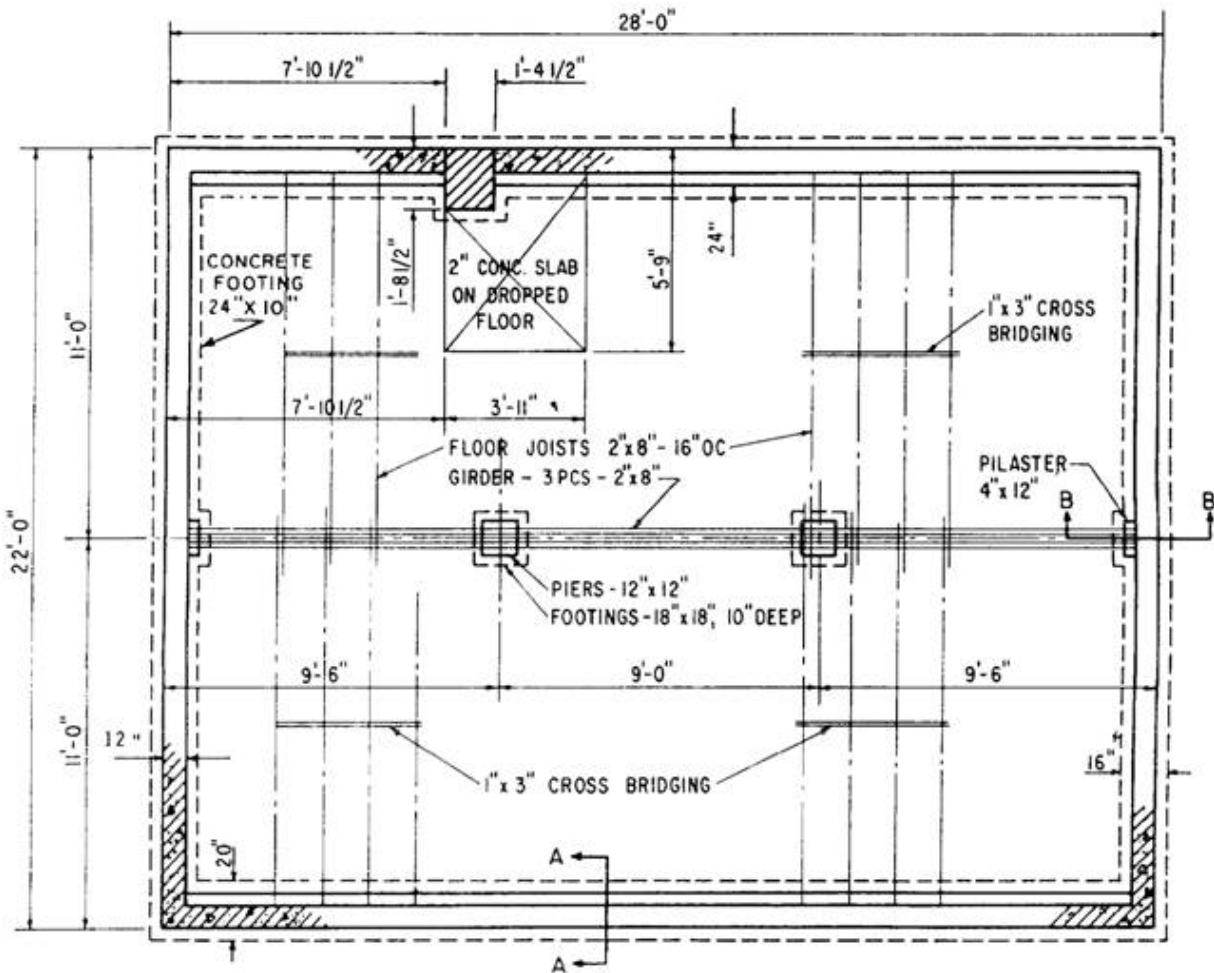
- Heights and dimensions of new and existing windows and doors
- Exterior finishes and materials
- Finished floor levels and grade
- Extent of proposed addition and existing house
- Overall height of building
- Slope/pitch of new roofs



## FOUNDATION PLAN

A foundation plan shows exactly how the foundation will be built and must include:

- Footing size – wall & pad footings
- Drainage
- Insulation
- Floor framing & support



## **PERMIT FEES & APPLICATION PROCESS**

Once you have checked with zoning and have all your drawings ready to submit, you will fill out a building permit application, submit everything as a package to the Building Division in the City of Orillia. There is an application fee, payable in cash, cheque or debit. Cheques can be made to 'City of Orillia'. This will be put towards the total cost of your project that you will pay upon picking up your permit after it has been approved. The building fees link can be found on the Orillia website [www.orillia.ca](http://www.orillia.ca) under the 'Building Permits' tab.

## **CITY REVIEW PROCESS**

Once your application is received, it will be reviewed by several staff in the Development Services & Engineering department. Your project will be reviewed for compliance with the City's Zoning By-law, the City's Lot Grading policy, and the Ontario Building Code. The review process takes approximately 10 business days. If further information is required, staff will contact you.

## **PERMIT ISSUANCE**

You will receive a phone call and/or email once your permit is ready to be picked up. All fees must be paid before the building permit will be issued. There is no need to inquire about the status of your permit, you will be contacted the moment it is ready. Upon picking up your permit, you will receive the building permit card, as well as the applicants copy of all the drawings submitted with the inspectors' notes, and an inspection schedule. The inspection schedule will clarify when you need an inspection, along with your inspector's contact information.

## **INSPECTIONS**

Several inspections are required during construction to ensure that all work is completed according to the plans and building code. They include the following:

- Footing framework prior to placing concrete
- Foundation dampproofing or waterproofing and installation of drainage tile prior to backfilling
- Roughed-in plumbing and drains prior to covering
- Structural framing prior to insulating
- Insulation, vapour barriers and air barriers
- Occupancy
- Final inspection for building, plumbing and heating

Please call your inspector directly to book an inspection. A minimum of 48 hours' notice is required. A final inspection is required to close the permit.



## **OTHER PERMITS AND APPROVALS**

### **PLUMBING PERMIT**

A Plumbing Permit is required for the installation of drains, sewers and plumbing fixtures. However, if your project involves construction that requires a Building Permit, the plumbing approval will be incorporated and a separate Plumbing Permit will not be necessary.

### **SEWER AND WATER PERMIT**

Customers who wish to connect to the municipal water or sanitary sewer system, or install/repair water or sewer lines must first complete an Application & Estimate for Water and Sewer from the Environmental Services Department. They can be reached at 705-329-7249. This will have to be completed and paid for before a building permit will be issued.

### **ELECTRICAL PERMIT**

The City of Orillia does not issue electrical permits. If any electrical work is proposed, (i.e. lighting, wiring, switches and outlets), contact the Electrical Safety Authority at 1-877-372-7233 for more information, or [www.esasafe.com](http://www.esasafe.com).

### **DEMOLITION PERMIT**

If you are demolishing part of, or a whole building you will be required to get a demolition permit. There is a flat fee for the permit, but also required is a \$500.00 capping deposit if you are on municipal water or sewer. That is refunded to the applicant once the demolition has been inspected and the services have been capped properly.

### **MINISTRY OF TRANSPORTATION**

Approval is required from the MTO if your property lies within 400m of any provincial interchange and within 46m of the highway property line. Cameron Blaney is the Corridor Management Officer for our region and can be contacted at 416-235-4387, or [cameron.blaney@ontario.ca](mailto:cameron.blaney@ontario.ca)

### **MINISTRY OF NATURAL RESOURCES**

The MNR will need to approve your project if it involves anything on the shoreline within the water of Lake Couchiching or Lake Simcoe. They can be reached at [info@dfo-mpo.gc.ca](mailto:info@dfo-mpo.gc.ca), (613) 993-0999 or toll free at 1-800-667-1940. Approval from the Department of Oceans and Fisheries may be required.

### **DOCKS**

Please note that the City of Orillia does not issue permits for docks. You may need to contact the Ministry of Natural Resources.

## CITY OF ORILLIA CONTACT INFORMATION

### **Building Reception**

705-329-7258

### **General Information about Building**

#### **Permits**

Cassie Lytle, Permits Clerk

705-329-7258

[clytle@orillia.ca](mailto:clytle@orillia.ca)

#### **Building Inspectors**

Kelly Smith, CBO

705-325-2214

[ksmith@orillia.ca](mailto:ksmith@orillia.ca)

Peter Schmidt

705-325-2228

[pschmidt@orillia.ca](mailto:pschmidt@orillia.ca)

Frank Canzanese

705-325-2240

[fcanzanese@orillia.ca](mailto:fcanzanese@orillia.ca)

Jeremy House

705-329-7246

[jhouse@orillia.ca](mailto:jhouse@orillia.ca)

Rob McQuillan

705-325-2141

[rmcquillan@orillia.ca](mailto:rmcquillan@orillia.ca)

### **Planning Reception**

705-329-2221

### **General Zoning Information**

Maria Pinto, Planning Administrator

705-329-7259

[mpinto@orillia.ca](mailto:mpinto@orillia.ca)

### **Minor Variance Information**

Susan Votour, Planning Coordinator

705-325-4741

[svotour@orillia.ca](mailto:svotour@orillia.ca)