



PERMIT APPLICATION CHECKLIST

Permit Application Submission to Include:

- 1. **Permit Application** to be Completed by Owner or Authorized Agent
(See authorized agent form included)
 - a. **Complete Permit to Construct Sections: A, B, C, D, H, I, Schedule 1 & Section K**

 - 2. **Site Plan** Show all structures on property and include **any** new proposed construction and **distance(s) to all property lines**
Lot grading Plans are required for new buildings or additions.

 - 3. **Two sets of Construction Drawings** including the following:
Note: Large Buildings and most Commercial / Industrial require 3 sets of drawings
 - a. Plan View (top view)
 - b. Elevations (side view)
 - c. Cross-section of structure(s)
 - d. Construction Details:
- See Construction Guide
For Types of Drawings
- 4. Pre application screening form

 - 5. Application fee – please call the Building Division for current fees
For applications submitted by mail, an application fee can be made by cheque payable to City of Orillia

Single Family Dwelling Homeowner(s) **are exempt** from having the qualifications required to submit drawings and may submit their own drawings.

All other drawings for any permitted project **must be provided by:**

- **A Registered / Qualified Designer, Architect or Engineer.**

Please note we do not accept electronic submissions/payments.

Application Process:

STEP 1: Complete Permit Application Submitted by Owner or Authorized Agent.

STEP 2: Planning Department Review (Site Plan required / Site Plan
Grading and Review)

STEP 3: Site Plan Approval & Grading Approval

STEP 4: Building Department Review
(Construction Drawings required and Site Plan approval)

Permit issued **upon approval** and receipt of permit fee payment