



# Building Permit Application Guide

## New Dwelling: Detached, Semi-Detached and Townhomes

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a new House 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.

### Before you Apply: Get a Zoning Certificate

A Zoning Certificate is required before you apply for a residential Building Permit. To learn more about Zoning Certificates, [click here](#).

### Required Application Forms

- [Building Permit Application Form\\*](#)
- [Schedule 1: Designer Information Form](#)
- [Owner's Authorization Form\\*](#) (required if applicant is not the owner)
- [Energy Efficiency Design Summary Form](#)

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

### Required Drawings and Information

- Detailed floor plans, elevations, cross sections, and details
- [Lot Grading Plan](#) designed and stamped by professional engineer
- Heat Loss and Heat Gain Summary (as applicable)
- Engineered roof truss design and layout (as applicable)
- Engineered floor system layout including any engineered beams (as applicable)
- See [Sample Drawings](#)

**Note:** Properties located within the Flood Hazard Overlay Zone shall incorporate flood-proofing measures in accordance with the Ontario Building Code. Refer to the [Building in Flood Plains Policy](#).

### 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
- Lot Grading Deposit \$2,000.00 (\$1,650 refundable upon grading certification)

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).

