

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for the stand-alone replacement or alteration of a Fire Alarm System. See [examples](#) of when a Building Permit is required.

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\\*](#)
- [Schedule 1: Designer Information Form](#)
- [Owner's Authorization Form\\*](#) (required if applicant is not the owner)
- [Consultant's General Review & Commitment Form](#)

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

## Required Drawings and Information

Provide relevant construction details and notes, as well as any referenced specifications of the proposed alterations including but not limited to:

- System descriptions (for example, single or two-stage, conventional versus addressable)
- Design specifications
- Floor plans showing device layout and equipment control
- Typical fire alarm details and schematics (for example, isolation details)
- Indication of new, existing and relocated devices
- Single line/riser diagram and wiring method
- Sequence of operation and system function
- Zone schedule
- Voice communication information (one-way versus two-way)

## Building Permit Fees

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

### [Building Permit Fees](#)

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](#).

## When is a Permit Required?

Anytime there is a new system, change of the design or upgrade of the original system, whether required or voluntary. This may include a new control unit, field device or ancillary device, regardless of the reason for the change or upgrade.

1. Installation of any new fire alarm system.
2. Replacement of control unit with a control unit that is of a different model than the one being replaced.
3. Installation of additional field devices or ancillary devices (such as, electromagnetic locking devices, hold-open devices, etc.), whether to an existing circuit or new circuit.
4. Installation or removal of existing fire alarm signaling devices including audible or signaling devices.
5. Installation of equipment that is designed to notify the Fire Department of an alert or an alarm signal in conformance with the Ontario Building Code and CAN/ULC-S561 Installation and Services for Fire Signal Receiving Centers and Systems.
6. Modifications to software or to the sequence of operations for an existing system.

Installation shall be in accordance with the Ontario Building Code, CAN/ULC-S524 and verified in conformance with CAN/ULC-S537. Modifications to fire alarm ancillary functions integrated with other life safety systems are to be tested in accordance with CAN/ULC-S1001.

## Examples When Building Permits are Required

Fire Alarm System Component or Function	Building Permit Required?
New fire alarm system installation (required or voluntary)	Yes
Replacement of Fire Alarm Control Unit/Transponder	Yes
Changing the location of existing fire alarm control unit	Yes
Replacement of power supply for maintenance purposes only	No
Replacement of like field devices, ULC listed devices tested for compatibility	No
Changing a heat detector to a smoke detector or vice versa	Yes
Modification to fire alarm control unit or transponder	Yes
Software modifications (change of sequence of operations)	Yes
Modification or altering of wiring, conventional circuits	Yes
Adding of devices to existing circuits	Yes
Adding new fire alarm control unit/transponder to existing network	Yes
Adding new circuits/zone to existing fire alarm control unit/transponder	Yes
Installation of relays or monitoring modules that are integrated with building ancillary devices	Yes
Central Station connection	Yes
Modification or altering of wiring, conventional circuits	Yes
Adding of devices to existing circuits	Yes