

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 Sprinkler System. 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*](#)
- [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:

- When required, hydraulic calculations based on up-to-date fire hydrant flow test information (conducted within past 12 months).
- For *major alterations* and new systems, fully detailed sprinkler drawings and hydraulic calculations conforming to the 'Plans and Calculations' chapter of NFPA 13.
- For *minor alterations*, enough detail of the existing systems to make all existing conditions clear. This includes showing the location of new, relocated, and deleted sprinkler heads and associated piping.
- Depending on the scope of the changes, hydraulic calculations may be required.
- For new tenants in existing buildings, details of the new operations and the existing sprinkler system design criteria.

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



Next Steps

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