



**Site Plan Submission for a Sign Permit: Permanent**  
**(Ground, Wall, Billboard)**

A site plan must identify the following:

1. Property lines
2. Street name (street names if a corner lot)
3. Address of property/business
4. Location of all signs

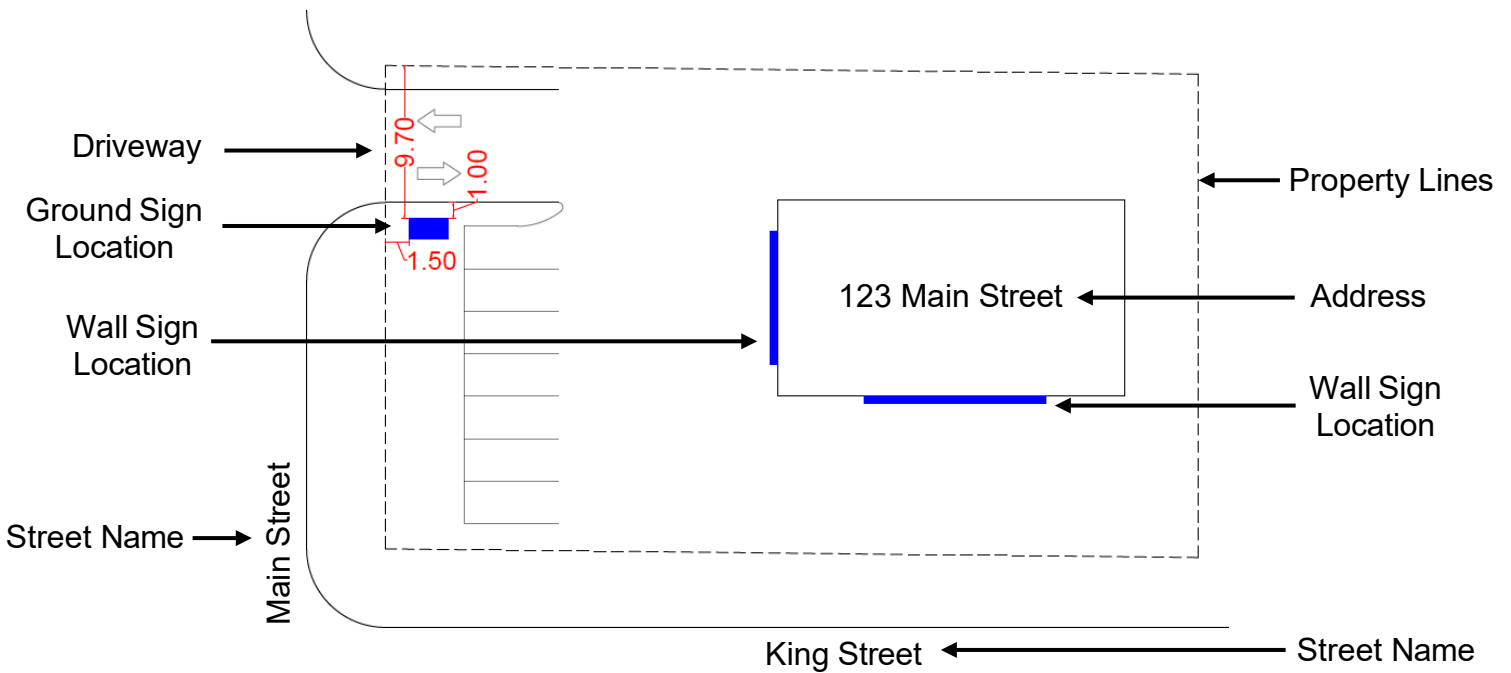
Ground sign permit applications must include the following additional information:

5. Setbacks (distance in metres) from the proposed ground sign to the:
  - a) Driveway line (minimum of 1.0m is required)
  - b) Side lot line (minimum of 1.5m is required)
  - c) Front lot line (minimum of 1.5m is required)

Note: Setbacks are measured from property lines, not from sidewalks or streets lines.

If any of the above noted information is not provided, the approval of the permit may be delayed.

The following is an example of a Site Plan for a Ground and Wall Sign Permit:

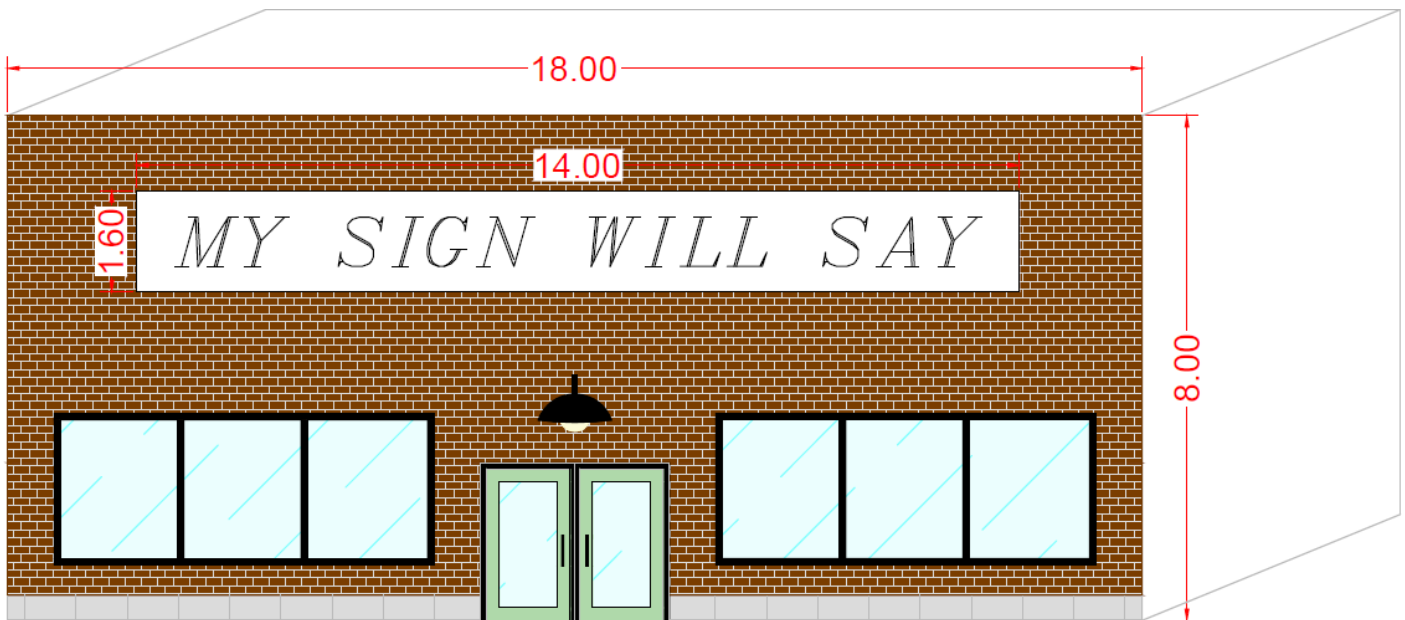


## Sign Diagram

A sign diagram must include the following information:

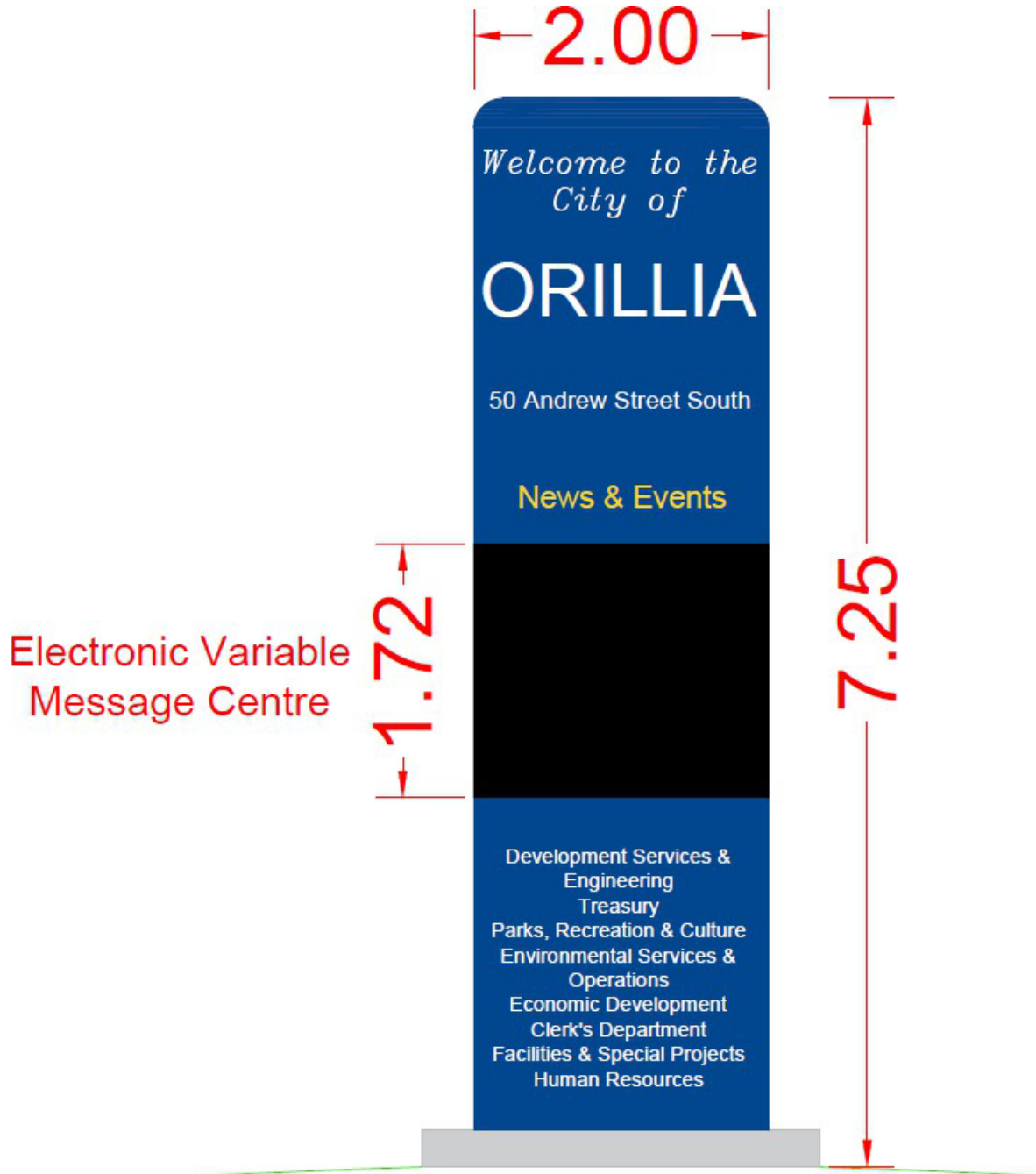
1. Weight of the sign (lbs. /kg.)
2. Dimensions of the sign
3. What the sign will say
4. How it will be attached to the building or affixed to the ground (drawing details or cross sections required)
5. Building height and width
6. Sign colours and fonts (if located within the Downtown Sign Permit Area)

Example of a Wall Sign Diagram:



Note: Dimensions are in metres.

Example of a Ground Sign Diagram:



Note: Dimensions are in metres.

# Application for a Permit to Construct or Demolish P10

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to:

## CITY OF ORILLIA

**50 Andrew Street South, Suite 300, Orillia ON L3V 7T5**

(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	
Project value est. \$	Area of work (m <sup>2</sup> )		
B. Purpose of application (Please complete all boxes)			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building	Current use of building		
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner   OR <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number (      )		Fax (      )		Cell number (      )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666

## Schedule O: Orillia Information Request

### Additional Information

Source Water Protection  Yes  No

Municipal Sewer:  Septic:

### FOR ADMINISTRATIVE USE ONLY

#### A. Required Reviews

Building Inspector	Name	Date Reviewed
Zoning Compliance	Name	Date Reviewed
Site Grading Review	Name	Date Reviewed
Fire Department Review	Name	Date Reviewed
Committee of Adjustment	Application No.	Final Approval Date

B. Required Fees	Permit Fee	Minus App. Fee	Penalty	Total Fees
Permit Fee				
Plumbing Fee				
Occupancy Fee				
Application Fee Paid <input type="checkbox"/> Y <input type="checkbox"/> N				
Sign Fee	Parkland Fee			
Lot Grading Deposit				
Development Charges: City DC:				
Education DC				

Building Area		Number of Stories	
Occupancy Group	Division	Number of Streets	
Part 9 <input type="checkbox"/>	Part 3 <input type="checkbox"/>	Part 10 <input type="checkbox"/>	Part 11 <input type="checkbox"/>
			OBC Classification:
Plans by: Architect <input type="checkbox"/>		Engineer <input type="checkbox"/>	
		Reviewed by: Architect <input type="checkbox"/>	
		Engineer <input type="checkbox"/>	

Conditional Permit:	Date:
Full Permit:	Date:
Approved by:	Date:
Permit Approved By:	Date:
Issued by:	Date:

# Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax number (    )	Cell number (    )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d), of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



Development Services and  
Engineering Department  
*Building Division*

T: 705-329-7258  
F: 705-329-2670  
building@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

Date: \_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_, hereby  
(NAME OF PROPERTY OWNER)

give permission to \_\_\_\_\_  
(NAME OF COMPANY OR CONTRACTOR)

to act as my authorized agent to apply for a building permit

For  
\_\_\_\_\_  
(PROJECT PROPERTY ADDRESS)

**This person / company will be responsible for applying  
for the permit, submitting all required drawings and  
picking up the permit once it has been issued.**

\_\_\_\_\_  
Signature of Property Owner