

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Shoreline Structure in the City of Orillia including, docks, uncovered decks, ramp, or stairs. 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)

* Not required for applications submitted through the public portal.

Required Drawings and Information

- A detailed [Site Plan](#) showing the location of the proposed dock, setback from property lines, water edge and other buildings.
- Detailed construction drawings, dock layout, elevations, and cross sections.
- All steel docks that will support a structure must also comply with the [Steel Dock with Structure Permit Requirements](#).

Additional Approvals

Before submitting your application, you may require other agency approvals:

Ministry of Natural Resources and Forestry

According to the Ministry Natural Resources and Forestry (MNRF), [Midhurst District Office](#), Under O. Reg 229/13, "*Activities on Public Lands and Shore Lands*", the MNRF requires approval for docks greater than 15m² in area.

Transport Canada

Lake Couchiching is listed under Part 1 Oceans and Lakes and is regulated under the [Navigation Protection Program](#). Docks and boathouses that do not meet the criteria of "minor work" as described under the [Minor Works Order](#) require a Notice of Work, and all required supporting documentation must be submitted to [Transport Canada](#) for review.

Building Permit Fee

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](#).

