



Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Backflow Preventer within the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances.

Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form](#) (required if applicant is not the owner)
- [Consultant's General Review & Commitment Form](#)

Required Drawings and Information

- Backflow prevention device specifications including the manufacturer, model name and details

NOTE: Effective January 4, 2014, every pipe, fixture, and fittings including backflow prevention devices used to convey water for potable use shall contain less than 0.25% of lead by weight ("lead free"). All devices connected to potable water shall be lead free and will be identified as such on the device.

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.*

Before you apply for a Permit – Plan your project

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.

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](#).

Annual Testing Requirements

In accordance with Chapter 1020, *Drinking Water System Cross-Connection Control Program*, owners are required to have their premise protection device(s) tested annually by a qualified contractor. The cross-connection control testing and inspection report for the device shall be submitted to backflow@orillia.ca. Please visit the Cross-Connection and Backflow Prevention Program [website](#) for more information.