

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Detached Garage or Shed in the City of Orillia. 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 [Site Plan](#) showing the location of the proposed building, existing building(s) and setback to property lines.
- Detailed construction drawings. See [Sample Drawings](#)
- Where the proposed slab foundation is over 55m² (592 ft²) a design by a competent person is required.

Note: Properties located within the Flood Hazard Overlay Zone shall incorporate flood-proofing measures in accordance with the Ontario Building Code. Refer to the [Building in Flood Plains Policy](#).

Lot Grading and Drainage Plan Requirements

A Lot Grading and Drainage Plan sets out the intended drainage pattern of a property to help avoid drainage issues that may cause flooding, ponding, water seeping into basements and other issues which can lead to insurance claims and conflict between property owners.

- Required where the footprint of the detached garage is greater than 400ft² (37m²)
- Shall be stamped by a P. Eng., C.E.T. or an OLS
- Lot Grading Deposit \$2,000.00 (\$1,650 refundable upon grading certification)
- To learn more about Lot Grading and Drainage Plan requirements [click here](#)

Building Permit Fee

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

[Building Permit Fee](#)

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



Need help? If you have any questions, please feel free to contact us and we will assist you through the process. Telephone 705-329-7258 or email us at building@orillia.ca.