

This checklist has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Site Services on private property within the City of Orillia. Typically, this permit type is applied for in parallel with a new and/or addition to condominium developments and non-residential buildings. 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

Site Servicing drawings stamped by a professional engineer including, but not be limited to the following:

- Water services, storm sewers, sanitary sewers, catch basins and manholes
- Fire service mains: all details and specifications in accordance with NFPA-24
- Details, cross-sections, and general notes
- *Private water supply* pipes shall be designed and installed according to MOE PIBS 6881e, "Design Guidelines for Drinking-Water Systems" as per 7.1.5.5.(1), OBC.
- *Private sewers* shall be designed and installed according to MOE PIBS 6879, "Design Guidelines for Sewage Works" as per 7.1.5.5.(2), OBC.

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](#).