

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for an Additional Dwelling Unit in an existing House within the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances. Refer also to the MMAH Guide: [Add a second unit to your house](#).

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*](#)
- [Owner's Authorization Form*](#) (required if applicant is not the owner)
- [Schedule 1: Designer Information Form](#)
- [Residential Hydraulic Load Calculation Form](#)

* Not required for applications submitted through the public portal.

Required Drawings and Information

We highly recommend that a Building Code qualified designer assist in preparing your drawings. Search for a qualified Building Code designer on the Ministry's website [here](#).

Typical information required:

- Detailed floor plans of the existing dwelling
- Detailed floor plans, elevations, and details of the proposed Additional Dwelling Unit(s)
- Detailed elevations showing the entrance/exit and emergency egress window information
- Existing floor separation and fire separation details
- Heat Loss and Heat Gain Summary (as applicable)
- See [Sample Drawings](#)

Fees and Charges

A summary of the typical fees and charges are listed below. Additional fees may apply.

- [Building Permit Fees](#)
- [City Development Charges](#)

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](#).

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.

