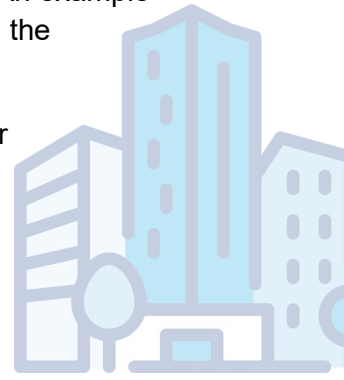


Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a Building Permit if you propose interior alterations where the floor area of the building or unit does not increase within an existing Industrial, Commercial, or Institutional Building. An example is a “*Tenant Fit-up*”. 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)
- [OBC Data Matrix Form](#)
- [Consultant’s General Review & Commitment Form](#)

* Not required for applications submitted through the public portal.

Required Drawings and Information

- Detailed floor plans, elevations, cross sections, and details
- Site Plan

Alterations that significantly affect the following will require an **architect and/or professional engineer(s)**:

- Alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)
- Alterations that include changes to exits, lobbies and public corridors
- New, removal, and/or alterations to vertical or horizontal fire separations
- Any changes to the structural systems within the structure
- Alterations to the environmental separation systems, including the building envelope
- Alterations to the heating, ventilation, and air-conditioning systems
- Installation of complex or specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)
- Alteration of a floor space through the addition of a mezzanine, in-fill, or other similar element.

Fees and Charges

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](#).