

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.

Required Application Forms

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



Required Drawings and Information

- Detailed floor plans, elevations, cross sections, and details
- Site Plan
- Architectural Drawings
- Structural Drawings (where structural alterations are required)
- Mechanical Drawings (where mechanical alterations are required)
- Electrical Drawings (where electrical alterations are required)
- Automatic Sprinkler and Standpipe Drawings where applicable

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.*

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](#).

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