

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Residential Deck 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 detailed [Site Plan](#) showing the location of the proposed deck, setback from property lines and the height of the deck above ground.
- **Detailed construction drawings**, deck layout, elevations, cross sections, and guard details.
- See sample [Deck Details](#).
- Manufactured guards and/or guards with glass components will require the specifications to be stamped by a professional engineer licensed in Ontario.

Building Permit Fee

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](#).

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.