

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a Building Permit for Solar Collector Systems that are mounted on a building and has a face area (the aggregate area of all panels or module) equal to or greater than 5m² (50ft²). Solar collectors consist of either photovoltaic systems used in the production of electricity or solar thermal collectors used for air or water.

Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form](#) (required if applicant is not the owner)

Required Drawings and Information

The design and on-site general review of all solar collector systems shall be undertaken by a Professional Engineer licensed in the Province of Ontario.

All submissions for a Building Permit shall include the following:

- Structural Plans and Documentation:
 - Roof plan, cross sections and detail or wall elevation indicating the layout and spacing of the solar collectors
 - Type and location of ballast and/or anchorage points, including anchorage details to structure
 - Framing reinforcing details for the building structure where applicable
- Confirmation from a Professional Engineer that all existing structural members and connections affected by the proposed solar system installation have been reviewed for all applicable loads (including lateral loads) and satisfy the objectives of the Building Code
- Solar panels used for the production of heat for water must include mechanical drawings (plumbing schematic) detailing any connection to the potable water system

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.*

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 and we will assist you through the process! Telephone 705-329-7258 or email us at building@orillia.ca.