

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit if you propose to change an existing use to a different use of a building 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.



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

- A detailed floor plan, elevations, cross sections, and details.
- Show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities.
- In a building of multiple suites or units provide a key plan in relation to the entire building.
- A detailed summary describing the nature of the operation or business and the number of employees.
- A report from a qualified person as prescribed by the Building Code confirming that the change of use will safely occur within the existing building or portion thereof without the need to upgrade any construction, as permitted under Part 10 of the Building Code.

Required Record of Site Condition

The mandatory Record of Site Condition (RSC) filing provisions under the *Environmental Protection Act* are linked to the *Building Code Act* (applicable law provisions) by requiring that an RSC is filed before a Building Permit may be issued.

Refer to [O. Reg 153/04, Records of Site Condition](#) for more information.

Building Permit Fee

Payment of Building Permit fees is required when you submit your 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 permit application:

Online: [Public Portal](#)

Email: building@orillia.ca



Next Steps

To learn more about what happens after you submit your 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.