

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a Building Permit to Finish a Basement in the City of Orillia. 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)

Required Drawings and Information

- Floor Plans: overall floor plans are required to be submitted, drawn to scale. (For example: 1/4" = 1 ft or metric scale of 1:50)
- Floor plans shall indicate the following:
 - Room sizes and types (room names, e.g., washroom, bedroom) to be shown
 - Ceiling heights for each room
 - Door and window sizes (including any window wells), depth from base of window to window well, and sill height from grade level
 - Type of wall and ceiling finishes in each room
 - Location of stairs and all handrails
 - Location and width of all doors
 - Location of smoke alarms, carbon monoxide detectors
 - Location of all plumbing fixtures, including verification of access to laundry facilities
 - Location of heating outlets in each room
- Partial floor plans, photos, or single line drawings will *not* be accepted.
- See [Sample Drawings](#).



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.*

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.