

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a detached Additional Dwelling Unit within 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)
- [Residential Hydraulic Load Calculation Form](#)

* Not required for applications submitted through the public portal.

Required Drawings and Information

We highly recommend that a Building Code qualified designer assist in preparing your drawings. Search for a qualified Building Code designer on the Ministry's website [here](#).

Typical information required:

- A detailed site plan - learn more about [site plan](#) requirements
- Detailed floor plans, elevations, and details of the proposed Additional Dwelling Unit(s)
- Detailed elevations showing the entrance/exit and emergency egress window information
- Heat Loss and Heat Gain Summary (as applicable)
- See [Sample Drawings](#)

Note:

1. Properties located within the Flood Hazard Overlay Zone shall incorporate flood-proofing measures in accordance with the Ontario Building Code. Refer to the [Building in Flood Plains Policy](#).
2. Detached Additional Dwelling Units located greater than 30m (98'-0") measured from the street curb to the front entrance of the detached Additional Dwelling Unit; **shall be sprinklered**.

Lot Grading and Drainage Plan Requirements

- A Lot Grading and Drainage Plan is required where the footprint of the detached Additional Dwelling Unit is greater than 400ft² (37 m²)
- The grading plan shall be stamped by a P. Eng., C.E.T. or an OLS
- To learn more about Lot Grading and Drainage Plan requirements [click here](#).

Fees and Charges

A summary of the typical fees and charges are listed below. Additional fees may apply.

- [Building Permit Fees](#)
- Lot Grading Deposit \$2,000.00 (\$1,650 refundable upon grading certification)

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.