

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Temporary Stage and associated sound and lighting equipment towers for a wedding, concert, or other community events in the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances.

Temporary Stages require a Building Permit where they meet any of the following conditions:

- The platform(s) has an aggregate area more than 60m² and any part of the platform(s) is more than 3m in height above adjacent ground level,
- The platform(s) has an aggregate area more than 225m², or
- Any part of the platform(s) or any roof, wall or structure attached to or located on any platform is 5m or more in height above adjacent ground level.

Demountable Support Structures require a Building Permit when:

- The demountable support structure is more than 3m in height above adjacent ground level,
- The demountable support structure is designed to carry a superimposed specified load greater than 115 kg, or
- The demountable support structure would create a hazard to the public.

For more information, view the Ontario Building Code amendment regulation [O. Reg. 30/23](#).

Required Application Forms

- [Building Permit Application Form*](#)
- [Schedule 1: Designer Information Form](#)
- [Owner's Authorization Form*](#) (required if applicant is not the owner)
- [Consultant's General Review & Commitment Form](#)

* Not required for applications submitted through the public portal.

Required Drawings and Information

1. Site Plan showing:

- The location of the temporary stage in relation to other structures and property lines, location of fire access routes, etc.
- Must indicate the size and the proposed location of the stage(s).
- A temporary stage(s) must be located a minimum distance of 3m from all property lines and other structures/buildings within the same property.

2. Information Required

- Must include size of stage, estimate of value, occupant load, and the date the stage will be erected and dismantled.
- Structural drawings stamped and signed by a professional engineer showing framing and anchorage requirements.
- Drawings stamped and signed by a professional engineer showing the location of means of egress and exit facilities, furnishings, location of fire extinguishers, exit lighting and occupant load as required.
- In all instances the stage(s) must conform with the City of Orillia Fire Department and the Fire Code requirements.

Temporary Performance Structure Safety Measures

The Ministry of Labour has developed [safety guidelines for temporary performance structures](#), such as stages. The guidelines provide best practices about stage design, planning, construction, maintenance, and disassembly.

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.*

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 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.