

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for an Addition to a House 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.

### 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\\*](#)
- [Owner's Authorization Form\\*](#) (required if applicant is not the owner)
- [Schedule 1: Designer Information Form](#)
- [Residential Hydraulic Load Calculation Form](#)

\* Not required for applications submitted through the public portal.

### Required Drawings and Information

Your drawings must clearly show what is existing and the changes you're proposing. Drawings must be to scale. We may request additional information when your application is reviewed.

- A detailed site plan - learn more about [site plan](#) requirements
- Detailed construction drawings. See [Sample Drawings](#)

**Note:** 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](#).

### Lot Grading and Drainage Plan Requirements

A Lot Grading and Drainage Plan sets out the intended drainage pattern of a property to help avoid drainage issues that may cause flooding, ponding, water seeping into basements and other issues which can lead to insurance claims and conflict between property owners.

- Required where the footprint of the addition is greater than 400ft<sup>2</sup> (37m<sup>2</sup>)
- Shall be stamped by a P. Eng., C.E.T. or an OLS
- Lot Grading Deposit \$2,000.00 (\$1,650 refundable upon grading certification)
- To learn more about Lot Grading and Drainage Plan requirements [click here](#)

### Fees and Charges

Payment of Building Permit fees is required when you submit your 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](mailto:building@orillia.ca)

