

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Sign Structure on private property 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 Sign 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)
- [Consultant's General Review & Commitment Form](#)

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

## Required Drawings and Information

- A detailed [Site Plan](#) showing the location of the Sign(s)
- Wall dimensions where a Wall Sign is to be installed (height & width)
- Sign Dimensions: length, width, projection depth & height
- **Detailed construction drawings for the Sign structure**, showing:
  - Construction materials and assembly
  - Total weight of the Sign structure or individual letters (lbs. or kgs.)
  - Cross-section of the existing wall construction
  - Type of fastening hardware including the type, size & spacing of the fasteners

## Professional Engineer Requirements

In accordance with 1.2.2.1., Div. C of the Ontario Building Code, a professional engineer shall be required for the design and general review of the installation of the Sign structure under the following circumstances:

- A ground Sign that exceeds 7.5 metres (24'-7") in height above the adjacent finished ground;
- A projecting Sign that weighs more than 115 kilograms (253lbs);
- A projecting Sign attached in any manner to a parapet wall; and
- A roof Sign that has any face area that is more than 10 square metres (108ft<sup>2</sup>).

## Building Permit Fee

Payment of Permit fees is required when you submit your Building Permit Application.

### [Building Permit Fees](#)

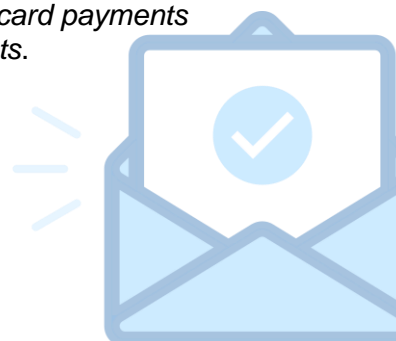
Building Permit Fees may be paid by cash, cheque, debit, or credit card. *Credit card payments are accepted online only. A 2.4% convenience fee applies to credit card payments.*

## Submit your Permit Application

There are two ways you can submit your Building Permit Application:

**Online:** [Public Portal](#)

**Email:** [building@orillia.ca](mailto:building@orillia.ca)



## Next Steps

To learn more about what happens after you submit your Building Permit Application, [click here](#).