

This guide 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.

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.

### Required Application Forms

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

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

### 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.*

### 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](#).

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

