

Property Maintenance

Chapter 830 Building

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**Article 1
Short Title****832.1.1 Citation**

This Chapter may be cited as the "Building By-law". In the text of the Chapter, it is referred to as "this Chapter."

**Article 2
Interpretation****830.2.1 Act - defined**

"Act" means the *Building Code Act*, 1992, S.O. 1992, ch.23.

830.2.2 Applicant - defined

"applicant" means the owner of a building or property who applies for a permit, or any person authorized by the owner on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of that person or corporation.

830.2.3 Architect - defined

"architect" means the holder of a licence, a certificate of practice or a temporary licence under the *Architect Act*.

830.2.4 As constructed plans - defined

"as constructed plans" means as constructed plans as defined in Division A, Article 1.4.1.2. of the Building Code.

830.2.5 Building - defined

"building" means a building as defined in Subsection 1(1) of the Act.

830.2.6 Building Code - defined

"Building Code" means the regulations made under Section 34 of the Act.

830.2.7 Chief Building Official - defined

"Chief Building Official" means the Chief Building Official appointed by Council under Subsection 3(2) of the Act.

830.2.8 City - defined

"City" means the Corporation of the City of Orillia or the land within the geographic limits of the Corporation of the City of Orillia as the context requires.

830.2.9 Conditional permit - defined

"conditional permit" means a permit issued under Subsection 8(3) of the Act.

830.2.10 Construct - defined

“construct” means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “construction” has a corresponding meaning.

830.2.11 Demolish - defined

“demolish” means to do anything in the removal of a building or any material part thereof and “demolition” has a corresponding meaning.

830.2.12 Electronic permit (e-permit) - defined

“electronic permit” (e-permit) means the electronic application and plans submission made to the City to obtain a permit using the forms and/or format as determined by the Chief Building Official.

830.2.13 Electronic submission - defined

“electronic submission” means the filing of a pre-application review or an application for a Building Permit, certified model, or alternative solution, including all required forms, documents, and drawings, submitted through an online application procedure approved by the Chief Building Official.

830.2.14 Floor area - defined

“floor area” means the space on any storey of a building between exterior walls and required firewalls including the space occupied by interior walls and partitions, unless otherwise defined herein.

830.2.15 Gross floor area - defined

“gross floor area” means the total floor area of all stories including stories below the first storey.

830.2.16 Inspector - defined

“Inspector” means an Inspector appointed under Subsection 3(2), of the Act.

830.2.17 Owner - defined

“owner” means, in respect of the property on which the construction will take place, the registered owner of the land, a lessee, and mortgagee in possession.

830.2.18 Permit - defined

“permit” means permission or authorization from the Chief Building Official in either written or electronic form to perform the work regulated by this Chapter and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act and the Building Code.

830.2.19 Permit holder - defined

“permit holder” means the person to whom the permit has been issued and shall be the person who assumes the primary responsibility for the compliance of the Act and the Building Code.

830.2.20 Plans and specifications - defined

“plans and specifications” means documentation in support of a permit application in either physical paper or other durable material or electronically generated as further described in this Chapter including Schedule “B” and any other information as required by Division C, Part 1, Sentence 1.3.1.3.(5) of the Building Code.

830.2.21 Plumbing - defined

“plumbing” means plumbing as defined in Subsection 1(1) of the Act.

830.2.22 Pre-screening - defined

“pre-screening” means the review which precedes the acceptance of an electronic permit to determine if it meets the requirements of this Chapter for acceptance of an electronic permit by the Chief Building Official.

830.2.23 Professional engineer - defined

“professional engineer” means a person who holds a licence or a temporary licence under the *Professional Engineers Act*.

830.2.24 Sewage system - defined

“sewage system” means a sewage system as defined in Subsection 1(1) of the Act.

830.2.25 Work - defined

“work” means construction or demolition of a building or part thereof, as the case may be.

830.2.26 Non-defined terms

Terms not defined in this Chapter shall have the meaning as ascribed to them in the Act or the Building Code.

Article 3 General Provisions

830.3.1 Classes of Permits

Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule “A” and include the following:

830.3.1.1 Building Permit

This permit is required under Subsection 8(1) of the Act and may include plumbing, heating, ventilation and air conditioning systems, sewage systems, and designated structures as set out in Division A, Sentence 1.3.1.1.(1) of the Building Code and signs as set out in Division B, Section 3.15. of the Building Code.

830.3.1.2 Demolition Permit

This permit is required under Subsection 8(1) of the Act.

830.3.1.3 Conditional Permit

This permit may be issued by the Chief Building Official in accordance with Subsection 8(3) of the Act to authorize any stage of construction, even though all of the requirements under Subsection 8(2) of the Act have not been met.

830.3.1.4 Change of Use Permit

This permit is required under Subsection 10(1) of the Act when a change in use of a Building or part of it will result in an increase in hazard as determined under the Building Code even though no construction is proposed.

830.3.1.5 Occupancy Permit

This permit is required under Division C, Subsection 1.3.3. of the Building Code where all or part of a building will be occupied.

Article 4 Applications and Permits

830.4.1 Permit Application Requirements - General

- (a) To obtain a permit, the owner or an agent authorized by the owner shall file with the Chief Building Official an application in the prescribed form as set out in Schedule "C".
- (b) An application shall, unless otherwise determined by the Chief Building Official, be submitted electronically on the City website, www.orillia.ca.
- (c) All applications for a permit to be submitted electronically shall not constitute an acceptance of the application by the Chief Building Official until a pre-screening has been completed as determined by the Chief Building Official.
- (d) The Chief Building Official may refuse to accept an application for a permit if any of the requirements for the application set out in this Chapter, Act or Building Code are deemed to be incomplete or insufficient at the time of application request.

830.4.2 Applications for Permit to Construct

Every application for a permit to construct a building shall be submitted to the Chief Building and in addition to meeting all other application requirements set out in this Chapter shall:

- (a) identify and describe in detail the work to be covered by the permit for which application is made;

- (b) identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
- (c) include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
- (d) be accompanied by plans and specifications as described in Schedule “B” and as required by the Act;
- (e) be accompanied by the required fees as calculated in accordance with Schedule “A”;
- (f) state the prescribed value of the proposed work;
- (g) state the name, address, telephone number and email address of the owner, or the authorized agent where the owner is not the applicant, and where applicable, the qualified architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition, as the case may be;
- (h) include, where applicable, the applicant’s registration number where an applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act; and
- (i) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

830.4.3 Applications for Permit to Demolish

Where an application is made for a Demolition Permit under Subsection 8(1) of the Act, the application shall:

- (a) contain the information required by Section 830.4.2;
- (b) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit to demolish is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- (c) be accompanied by written proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for termination and capping of all water, sewer, gas, electric, or other utilities and services; and
- (d) at the request of the Chief Building Official, be accompanied by a letter from a licenced pest control company stating that the building has been

inspected and no evidence of vermin infestation has been found or that vermin control has been completed not more than seven days prior to the date on which the demolition is to commence.

830.4.4 Applications for Conditional Permits

Where application is made for a Conditional Permit under Subsection 8(3) of the Act, the application shall:

- (a) contain the information required by Section 830.4.2;
- (b) contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
- (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- (d) state the necessary approvals which must be obtained in respect of the proposed building, the time in which such approvals will be obtained;
- (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- (f) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the City; and
- (g) be accompanied by the required fees or partial payment calculated in accordance with Schedule "A".

830.4.5 Applications for Change of Use

Where an application is made for a Change of Use permit under Subsection 10(1) of the Act, the application shall:

- (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- (c) include plans and specifications showing the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code; and
- (d) be accompanied by the required fees or partial payment calculated in accordance with Schedule "A".

830.4.6 Applications for Sewage Systems

Where an application is made for a Sewage System Permit under Subsection 8(1) of the Act, the application shall contain the following information:

- (a) the information required by Section 830.4.2;
- (b) a completed Schedule 2 Form of the prescribed permit application;
- (c) be accompanied by plans and specifications as described in Schedule "B", and as required by the Act; and
- (d) be accompanied by the required fees or partial payment calculated in accordance with Schedule "A".

830.4.7 Revision to Permits

- (a) After the issuance of a permit under the Act, the applicant shall give written notice to the Chief Building Official in writing of any material change to a plan and specification, document, or other information upon which a permit was issued, complete with the details of the changes. Such changes shall not be made without obtaining written authorization of the Chief Building Official.
- (b) Where in the opinion of the Chief Building Official a proposed building design of a permit application has substantially changed after the examination of the plans and specifications have been completed, a revision fee(s) as set out in Schedule "A" shall apply to the revised plans and specifications.

830.4.8 Abandoned Permits

Where an application for a permit remains incomplete and inactive for six (6) months from the date the application was received, the application may be deemed by the Chief Building Official to have been abandoned and notice of cancellation shall be given to the applicant.

830.4.9 Revocation of Permits

- (a) Prior to revoking a permit under Subsection 8(10) of the Act, the Chief Building Official may serve written notice to the permit holder of intention to revoke the permit.
- (b) If on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the permit may be revoked without further notice.
- (c) The person, to whom the permit was issued, may within thirty (30) days from the date of service of a notice, request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should

not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.

- (d) A request for deferral of revocation is subject to a fee in accordance with Schedule "A".
- (e) Where a conditional permit agreement expires the Chief Building Official may deem the conditional permit revoked without notice as provided.

830.4.10 Transfer of Permits

Every person who acquires land on which construction or demolition is occurring in respect of which a permit has been issued, shall apply to transfer the permit and contain the following information:

- (a) submit a completed application form, "Application for a Permit to Construct or Demolish";
- (b) include such information as may be determined by the Chief Building Official; and
- (c) payment of the required fee as prescribed in Schedule "A".

Article 5 Plans and Specifications

830.5.1 Sufficient Information

Every applicant shall submit sufficient information, including plans, specifications, documents, and other information, with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform with the Act, the Building Code, and any other applicable law.

830.5.2 Electronic Copy

Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by an electronic copy of plans and specifications required under this Chapter.

830.5.3 Plans Drawn to Scale

Plans shall be drawn to scale, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "B".

830.5.4 As Constructed Plans

On completion of the construction, the Chief Building Official may require that a set of as constructed plans of the building including a plan of survey showing the location(s) of the building(s) be filed with the Chief Building Official.

830.5.5. Plans and Specifications - City property

Plans and specifications submitted in accordance with this Chapter or otherwise required by the Act become the property of the City and will be disposed of or retained in accordance with relevant legislation or by-law.

**Article 6
Alternative Solutions****830.6.1 Application for an Alternative Solution**

Where an application for a permit or for authorization to make a material change to the plan, specification, document, or other information based on which a permit was issued, contains an alternative solution for which approval in accordance with Division C, Part 2, Section 2.1. is required, the application shall include:

- (a) an application on a form prescribed by the Chief Building Official;
- (b) all supporting documentation and calculations in accordance with Division C, Part 2, Article 2.1.1.1; and
- (c) payment of the required fee as prescribed in Schedule "A".

830.6.2 Authorization for an Alternative Solution

The Chief Building Official may accept or reject a proposed equivalent or an alternative solution and may impose conditions and / or limitations on their approved use.

**Article 7
Fees****830.7.1 Fees - Schedule "A"**

Fees for a required permit shall be as set out in Schedule "A" and are due and payable upon submission of an application for a permit.

830.7.2 Fees - Other

For classes of permits not described in this Chapter, a reasonable permit fee shall be applied by the Chief Building Official.

830.7.3 Fees - Construction Without a Permit

Any person who commences construction, demolition or changes the use of a building before a permit has been issued, shall in addition to any other penalty or fee under the Act, Building Code or this Chapter shall pay an additional fee in accordance with Schedule "A", to compensate the City for the additional work incurred as a result of the commencement of the unpermitted construction.

830.7.4 Fees - Non-Payment

Fees that are due and unpaid shall be added to the applicable property's tax roll and collected in the same manner as property taxes.

830.7.5 Fees - Adjustments

Subject to a report submitted by the Chief Building Official in the fourth quarter of the calendar year, the building permit fees imposed pursuant to this Chapter shall be adjusted annually without an amendment to the Chapter, in accordance with the most recent twelve (12) month change in the Statistics Canada Quarterly, "Construction Price Statistic" catalogue 62-007.

830.7.6 Fees - convenience - credit card payments

A 2.4% convenience fee shall be charged for the use of credit cards for online payments processed by the City's Merchant Services Payment Processor.

Article 8

Notices for Inspections

830.8.1 Inspection Notification Requirements

- (a) The person to whom a permit has been issued under Subsection 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in Division C, Part 1, Article 1.3.5.1., and Division C, Part 1, Article 1.3.5.3. of the Building Code.
- (b) Notices respecting stages of construction required by the Building Code and this Chapter shall be given by the permit holder to the Chief Building Official by:
 - i. written notice through email at inspections@orillia.ca;
 - ii. the City website at www.orillia.ca where available; or
 - iii. verbal notice *via* the inspection request line.
- (c) Inspection notices are required a minimum of two (2) business days prior to the stages of construction specified herein and shall be given in accordance with the requirements of Article 1.3.5.3. Division C of the Building Code.
- (d) Upon receipt of proper notice, the Chief Building Official shall undertake a site inspection of the building to which the notice relates in accordance with the prescribed time periods set out in Section 11 of the Act and Article 1.3.5.3. Division C of the Building Code.

830.8.2 Additional Required Notices

In addition to the notices prescribed in Article 1.3.5.1 of Division C of the Building Code, the person to whom a permit has been issued shall give the Chief Building Official

notice of the readiness for inspection for the following stages of construction, where applicable:

- (a) commencement of construction of:
 - i. masonry fireplaces and masonry chimneys,
 - ii. factory-built fireplaces and allied chimneys,
 - iii. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys;
- (b) substantial completion of interior finishes; and
- (c) substantial completion of grading.

Article 9 **Sewage System Maintenance Inspection Program**

830.9.1 Mandatory Sewage System Maintenance Inspection Program

In respect of the mandatory maintenance inspection program described in Division C, Subsection 1.10.2 of the Building Code:

- (a) pursuant to paragraph 7(1)(b.2) of the Act, the Chief Building Official shall administer the mandatory maintenance inspection program; and
- (b) the Chief Building Official may, as an alternative to conducting an inspection, accept an inspection certificate from a property owner under Division C, Article 1.10.2.5 of the Building Code.

830.9.2 Discretionary Sewage System Maintenance Inspection Program

In respect of the discretionary maintenance inspection programs described in Division C, Subsection 1.10.1 of the Building Code:

- (a) pursuant to Paragraph 7(1)(b.1) of the Act, Council hereby establishes a discretionary maintenance inspection program for all sewage systems in the City not included in the mandatory maintenance inspection program;
- (b) subject to Division C, Subsection 1.10.1 of the Building Code, the Chief Building Official shall administer the discretionary maintenance inspection program;
- (c) inspectors shall inspect all sewage systems affected by the discretionary maintenance inspection program for compliance with the applicable standards prescribed under Paragraph 34(2)(b) of the Act; and

- (d) the Chief Building Official may, as an alternative to conducting an inspection, accept an inspection certificate from a property owner under Division C, Article 1.10.1.3 of the Building Code.

830.9.3 Sewage System Maintenance Inspection Fee - Amount Owning

The owner will be invoiced an inspection fee by the City for each scheduled inspection completed by an Inspector in accordance with Schedule "A".

Article 10 Fencing

830.10.1 Fencing Required

Unless granted an exemption under Subsection 830.10.2., every person issued a permit for construction or demolition under the Act, shall erect and maintain a fence to fully enclose the construction or demolition site, including areas where equipment is operated, or equipment or material is stored.

830.10.2 Conditions for Exemption

The Chief Building Official may grant an exemption from the requirements in Subsection 830.10.1 where he or she is satisfied that site conditions would not present a particular hazard, having regard for:

- i. the proximity of the construction site to occupied dwellings;
- ii. the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
- iii. the hazards presented by the construction activities and materials;
- iv. the feasibility and effectiveness of site fencing; and
- v. the duration of the hazard.

830.10.3 Minimum Height of Fence

The height of every fence shall be a minimum of 4 feet (1.2 metres) and a maximum of 6 feet (1.8 metres), to be measured from the highest adjacent grade and, shall be of a description as determined by the Chief Building Official.

830.10.4 Authority to Construct Fencing

Where the person to whom a permit is issued fails to erect a site fence required under this section, and where the Chief Building Official has not granted an exemption, the Chief Building Official may cause a fence to be erected and recover the costs by adding them to the applicable property's tax roll and collect in the same manner as property taxes.

Article 11

Use of Electronic Technologies

830.11.1 Use of On-line Services

Nothing in this Chapter shall be deemed to limit the authority of the Chief Building Official to make use of on-line services for the display, use and submission of application forms, other forms used in the processing of applications, educational handouts, referrals, and nothing in this Chapter shall limit the use of electronic technologies for data and information storage and file management integral to Building Permit and inspection services.

Article 12

Prescribed Forms

830.12.1 Permit Application Forms

The forms prescribed for use as applications for permits, for orders, for permits, for inspection reports and for administrative matters shall be as set out in Schedule "C". This Chapter shall not be deemed to limit the use of any form which is prescribed by the Chief Building Official or provincial regulation notwithstanding that the form is not listed, revised, or updated from time to time as set out in Schedule "C".

Article 13

Penalty

830.13.1 Contravention of Chapter

Any person who contravenes any provision of this Chapter is guilty of an offence and is liable upon conviction to a fine as provided for in the Act.

Article 14

Interpretation and Validity

830.14.1 Words - plural - singular

In this Chapter, words used in the present tense include the future, words in the masculine gender include the feminine and neuter; the singular number includes the plural, and the plural includes the singular, as applicable, unless used with a number modifying them.

830.14.2 Headings - convenience only

Headings are inserted for convenience of reference purposes only, form no part of this Chapter and shall not affect in any way the meaning or interpretation of the provisions of this Chapter.

830.14.3 Amended references

Any references to a statute, regulation, by-law or other legislation or statutory instrument in this Chapter shall include such statute, regulation, by-law or other

legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

830.14.4 Conflict - most restrictive prevails

If a provision of this Chapter conflicts with an Act, or regulation, or another Chapter of the City, the provision that is the most restrictive shall prevail.

830.14.5 Validity and severability

Every provision of this Chapter is declared severable from the remainder and if any provision of this Chapter shall be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder.

830.14.6 Validity of Chapter

Should any section, subsection, clause, or provision of this Chapter be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Chapter as a whole or any part thereof, other than the part so declared to be invalid.

**Article 15
Repeal Enactment**

830.15.1 By-law - previous

By-law Number 2019-18 and amending By-laws are hereby repealed.

**Article 16
Effective Date**

830.16.1 Effective Date

This Chapter shall come into force and take effect as of the date of the final passing of the enabling by-law.

Repealed and Replaced: By-law 2023-024, 20 March 2023.

By-law Amendment: By-law 2025-108, 8 December 2025.

Schedule “A” - Classes of Permits and Fees**1. Rules for Determining Permit Fees**

- 1.1. The minimum fee for a permit shall be \$150.00, unless otherwise stated in this Chapter.
- 1.2. Permit fees shall be rounded up to the nearest full dollar amount.
- 1.3. Permit fees for a required permit are set out in this Schedule and are due and payable upon submission of an application for a permit.
- 1.4. For new buildings and additions, fees for sprinkler and fire alarm systems, finished basement areas in a house and any balconies, decks, patio and porch structures are in addition to the applicable Service Index permit fee.
- 1.5. The occupancy classification and floor area shall be determined in accordance with the occupancy definitions of the Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- 1.6. The floor area calculation is the sum of the areas of all floors including finished basement areas, balconies, lofts, mezzanines, habitable attic spaces, mechanical penthouses and shall be measured to the outer face of the exterior walls and to the centre line of party walls, firewalls, or demising walls.
- 1.7. Except where otherwise exempt, in addition to the fees calculated according to section 2 of this Schedule, fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 1.8. For interior finishes, alterations or renovations, the area of proposed work is the actual space receiving the work, e.g., tenant suite and measurements are taken to the inner face of walls.
- 1.9. Except for interconnected floor spaces, no deductions shall be made for openings within the floor area, i.e., stairs, elevators, ducts.
- 1.10. A garage serving a house to which it is attached or built-in shall not be included in the floor area calculations.
- 1.11. Horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
- 1.12. Where demolition of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional charge is applicable.

- 1.13. A temporary building is a building that will be erected for not more than three years.
- 1.14. Permit fees for temporary tents and stages shall be charged for each property and for each event on a single property.
- 1.15. Permit fees for multiple decks, tents or stages constructed simultaneously on a single property shall be 50% of the applicable permit fee listed in this Schedule.
- 1.16. For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

2. Calculating Permit Fees

Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where:

- SI = the fee multiplier based on the Service Index for the classification of the work proposed; and
- A = total floor area in ft² of the work involved.

3. Refund of Fees

- 3.1. Fees that may be refunded shall be a percentage of the permit fees payable under this Chapter, calculated as follows:
 - (a) 80 percent if administrative functions only have been performed.
 - (b) 70 percent if administrative and zoning functions only have been performed.
 - (c) 50 percent if administrative, zoning and plans examination functions have been performed.
 - (d) 45 percent if the permit has been issued and no field inspections have been performed after permit issuance.
 - (e) 5 percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- 3.2. Where the Chief Building Official deems it appropriate, a refund of other than specified in Section 3.1. may be granted.
- 3.3. No refunds shall be payable where the calculated refund is less than the minimum fee.

3.4. The following fees shall not be refundable:

- (a) application for transfer of application or permit,
- (b) request for conditional permit,
- (c) revision to permit,
- (d) authorization of alternative solution, and
- (e) request for deferral of revocation.

3.5. The refund shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.

3.6. Refund provisions are not applicable where an occupancy inspection has been completed.

3.7. No refund of Building Permit fees on any application or permit after 2 years from the date the application was submitted, deemed to be abandoned, refused to be issued or request to be withdrawn.

4. Administrative Fees

4.1. Building Code Act Orders

- (a) To offset additional investigative and administrative costs, where an Order has been issued pursuant to the Act, a fee as set out in this Schedule shall be paid.
- (b) To offset additional costs associated with the investigation, inspection, administration, and the remediation of an unsafe building where an Unsafe Order has been issued pursuant to the Act, a fee as set out in this Schedule shall be paid.
- (c) Payment of these fees does not relieve any person or corporation from complying with the Act or the Building Code or any other applicable law.

4.2. Change of Use (No Construction)

For the change of use of a major occupancy where no construction is proposed or required, a minimum fee of \$100 shall be payable.

4.3. Compliance and Agency Letters

- (a) For written requests on information for status of active Building Permits and Building Code Act Orders, the fee as set out in this Schedule shall be paid.
- (b) Sewage system review related to planning applications such as minor variances, consents, and setbacks; the fee as set out in this Schedule shall be paid.
- (c) For written requests in support of provincial license applications such as an AGCO liquor licence, the fee as set out in this Schedule shall be paid.

4.4. Conditional Building Permits

- (a) For conditional Building Permits, the fee shall be the normal Building Permit fee for the proposed construction plus the fee as set out in this Schedule.
- (b) The minimum fee for a conditional permit application shall be \$500.00.
- (c) The maximum fee for a conditional permit application shall be \$5,000.00. (The proponent is responsible for the registration of the conditional permit agreement on title to the lands.).

4.5. Constructing without a Permit

- (a) Where work or construction has commenced prior to the issuance of a Building Permit, an administrative surcharge for the unlawful work of 100% of the required permit fee shall be paid.
- (b) The minimum surcharge fee shall be \$150.00.
- (c) The maximum surcharge fee shall be \$10,000.00.

4.6. Dormant Permit Files and Deferred Inspections

Where a permit has been dormant for a period of more than 12 months, the fee as set out in this Schedule shall be payable in addition to other applicable fees.

4.7. Permit File Maintenance

To offset additional administrative costs where a request has been received to view or require information or reports from a permit file that has been closed or deemed dormant, the fee as set out in this Schedule shall be payable in addition to other applicable fees.

4.8. Re-Inspection Fees

Where an Inspector determines that work for the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected, the fee as set out in this Schedule shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

4.9. Revision to a Permit and Reviewed Drawings

- (a) Where a supplementary submission or a revised submission related to a Building Permit application is required or unauthorized modifications from the reviewed permit drawings occur on site, the fee as set out in this Schedule shall be paid.
- (b) Where an increase in floor area has been constructed, additional Building Permit fees at the applicable service index and administrative fees noted above shall be payable.

4.10. Scanning / Conversion of Paper Documents Service Charge

Where paper drawings, plans and specifications exceed 11"x17" (Ledger, B or A3 size) a scanning conversion and filing fee as set out in this Schedule shall be paid to recover the administrative costs associated with handling, scanning, and storing the paper documents.

Schedule "A" - Classes of Permits and Fees

Table 1: New Buildings, Additions and Alterations

Major Occupancy		2026 Permit Fee (\$/ft ²)
Group A: Assembly Buildings		
1	Finished	\$1.73
2	Shell	\$1.39
3	Interior Alterations, Renovations and Tenancy Work	\$0.57
Group B: Detention, Care and Treatment and Care Buildings		
4	Finished	\$2.23
5	Shell	\$2.02
6	Interior Alterations, Renovations and Tenancy Work	\$0.57
Group C: Residential		
7	House - Detached, Semi-detached, Row House	\$1.75
8	House - Certified Model	\$1.43
9	House - Prefabricated	\$1.32
10	Multi-Residential Unit Buildings, Motels, Hotels	\$2.07
11	Interior Alterations, Renovations	\$0.36
12	Additional Dwelling Units	\$1.75
Group D: Business and Personal Service Buildings		
13	Finished	\$1.79
14	Shell	\$1.41
15	Interior Alterations, Renovations and Tenancy Work	\$0.57
Group E: Mercantile Buildings		
16	Finished	\$1.79
17	Shell	\$1.45
18	Interior Alterations, Renovations and Tenancy Work	\$0.57
Group F: Industrial Buildings		
19	Finished	\$0.94
20	Shell	\$0.68
21	Interior Alterations, Renovations and Tenancy Work	\$0.46

Major Occupancy		2026 Permit Fee (\$/ft²)
22	Warehouses	\$0.86
23	Parking Garages	\$1.43

Table 2: Fees for Miscellaneous Permit Types

Class of Permit		2026 Fee (\$)
A.	Miscellaneous Work	
1	Accessory Building - Residential (Garage, Shed, etc.)	\$200.41
2	Decks - Residential	\$211.86
3	Finished Basement - Residential	\$286.30
4	Move or Relocate a Building	\$143.15
5	Portable Classrooms	\$139.76
6	Shoreline Docks	\$114.52
B.	Demolition	
7	House	\$172.28
8	All Other Buildings under 1.2.2.3.(1) OBC	\$459.41
C.	Mechanical and Fire Protection Systems	
9	Commercial Cooking Exhaust and Ventilation System	\$462.95
10	Fire Alarm System	\$401.98
11	Fire Sprinkler System	\$527.27
12	Spray Booth, Dust Collector System	\$452.52
D.	Plumbing	
13	Backflow Preventor	\$114.86
14	Basic Fee per Unit for all Building Types	\$57.43
15	Each Fixture	\$9.43
16	Each Stack	\$18.82
17	Each Manhole	\$23.50
18	Water Service or Sanitary Service Connection to Main	\$114.86
19	Residential Service Connection (per lot)	\$57.43
20	Site Servicing: Private Property	\$9.19 per \$1,000 of construction value

Class of Permit		2026 Fee (\$)
E.	Sewage Systems	
21	New or Replacement Class 4 Sewage System	\$739.65
22	Part 11 Performance Level Review for Building Expansion	\$229.71
23	Septic Tank or Leaching Bed Replacement	\$303.21
F.	Designated Structures	
24	Public Pool or Public Spa	\$721.28
25	Retaining Wall	\$344.55
26	Signs Regulated by the Building Code	\$344.55
G.	Temporary Buildings	
27	Tents and Stages up to 225m ² (2,242ft ²)	\$143.57
28	Tents and Stages greater than 225m ² (2,242ft ²)	\$287.13
H.	Other Construction	
29	Other work not set out in items A through G	\$15.33 per \$1,000 of construction value

Schedule "A" - Classes of Permits and Fees

Table 3: Administration Fees in Addition to Permit Fees

Class of Administration Fee		2026 Fee (\$)
A.	Administration: Miscellaneous	
1	Building Code Act - Order to Comply	\$429.45
2	Building Code Act - Stop Work Order	\$429.45
3	Building Code Act - Unsafe Building Order	\$429.45
4	Deferral of Revocation fee	\$114.52
5	Dormant Building Permit	\$114.52
6	Permit File Retrieval Fee	\$57.26
7	Occupancy of a Building without an Occupancy Permit	\$572.60
8	Registering an Order on Title (as per the <i>Building Code Act</i>)	\$229.04
9	Transfer of Permit Application or Building Permit	\$153.46
10	Scanning of paper documents to electronic format	\$5.56 per page
B.	Agreements (\$)	
11	Class 5 Sewage System (Holding Tank) Agreement	\$572.60
12	Class 5 Sewage System (Holding Tank) Extension	\$171.78
13	Limiting Distance Agreement	\$572.60
C.	Alternative Solutions (\$)	
14	All buildings/systems under Part 9 of the Building Code	\$861.39
15	All other buildings/systems	\$1,148.53
16	Building located on property subject to the Heritage Act	\$171.78
D.	Compliance Letters (\$)	
17	AGCO Agency Letter	\$114.86
18	Building Permit File Compliance Letter	\$68.91
19	Private Sewage System Compliance Letter	\$114.86
E.	Conditional Building Permits (\$)	
20	New House	\$574.27
21	All Buildings	10% of full permit fee
22	Amendments to Conditional Building Permit Agreement	\$226.85

Class of Administration Fee		2026 Fee (\$)
F.	Inspection Fees Fee (\$)	
23	Occupancy Permit Inspection	\$86.14
24	Re-Inspection Fee	\$171.78
25	Sewage System Maintenance Inspection	\$171.78
G.	Revision to a Reviewed Permit Drawings	
26	Major Revision up to 3 hours review time	\$283.55
27	Major Revision for each hour after 3 hours of review time	\$143.57
28	Minor Revision	\$57.26

Schedule “B” - Plans and Specifications

1. Plans and Specifications

The following list of drawings, specifications and documents are required to be submitted in order for the various types of Building Permit applications listed to be considered a complete application:

1.1. Accessory Buildings

- (a) Site plan
- (b) Foundation plan
- (c) Floor plan
- (d) Framing plan
- (e) Building elevations (min. 4)
- (f) Building section (min. 1)

1.2. Additional Dwelling Units

- (a) Site plan
- (b) Floor plans: one per floor (including room names and all dimensions)
- (c) Building elevations (min. 2)
- (d) Building section (min. 1)
- (e) Mechanical ventilation form
- (f) Fixture Units Calculation and Summary Form

1.3. Addition or Renovation Permit

- (a) Site plan
- (b) Grading plan where the addition is greater than 400ft²
- (c) Footing and foundation plan
- (d) Floor plan (one per floor and include framing)
- (e) Building elevations (min. 3)

- (f) Building section (min. 1)
- (g) Private sewage system evaluation where applicable
- (h) Heat loss / heat gain calculations and furnace make/model and duct design layout (where applicable)

1.4. Backflow Prevention Device

- (a) Floor plan and plumbing layout
- (b) Backflow prevention device specifications: manufacturer, model name and details

1.5. Change of Use

- (a) Site plan
- (b) Architectural drawings
- (c) Details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities
- (d) Details of the existing sewage system (if any)
- (e) HVAC Drawings - showing current and proposed fresh air ventilation, including calculations
- (f) Source Water Protection Pre-Application Screening Form

1.6. Commercial Exhaust Hood (NFPA 96)

- (a) Floor plan
- (b) Mechanical plan, details, and sections
- (c) Make up air calculations
- (d) All cooking equipment type and specifications

1.7. Deck

- (a) Site plan
- (b) Footing and foundation plan
- (c) Framing plan

- (d) Elevation(s)
- (e) Cross-section and detail of guards
- (f) Connection details

1.8. Detached Garage

- (a) Site plan
- (b) Footing/foundation plan/engineered floor slab
- (c) Framing plan
- (d) Building elevations
- (e) Building sections

1.9. Designated Structures

- (a) Drawings and details prepared and stamped by a Professional Engineer
- (b) Approved lot grading, drainage, and servicing plan
- (c) Site plan
- (d) Floor plan and roof plan (where applicable)
- (e) Elevations (where applicable)
- (f) Sections and details (where applicable)

1.10. Electro-Magnetic Locking Devices

- (a) Floor plan
- (b) Electrical plan, details of inter-face with fire alarm system

1.11. New Houses

- (a) Site plan
- (b) Approved lot grading and drainage plan
- (c) Footing and foundation plan
- (d) Floor plans: one per floor (including room names and all dimensions)

- (e) Roof framing plans including engineered truss drawings
- (f) Building elevations showing all building exterior (min. 4)
- (g) Building section (min. 2)
- (h) Mechanical ventilation form
- (i) Heat loss / heat gain calculations, furnace make / model and duct layout
- (j) Energy Efficiency Design Summary Form
- (k) Copy of deed when lot is created via severance

1.12. New Multi Residential Unit Buildings

- (a) Site Plan
- (b) Approved lot grading, drainage, and servicing plan
- (c) Approved Site Plan Control Agreement (and drawings)
- (d) Geotechnical investigation report prepared by a professional engineer
- (e) Foundation plan and details (include de-watering and shoring where applicable)
- (f) Window and door / hardware schedules
- (g) Room finish schedules
- (h) Architectural drawings
- (i) Structural drawings
- (j) Mechanical drawings (plumbing and HVAC)
- (k) Electrical drawings (lighting, fire alarm system)
- (l) An Integrated Testing Plan as per CAN/ULC-S1001 where applicable
- (m) Automatic sprinkler and standpipe drawings where applicable
- (n) Energy efficiency summary

1.13. New Non-Residential Building or Addition (Part 3 or 9 Building)

- (a) Site plan
- (b) Approved lot grading, drainage, and servicing plan
- (c) Geotechnical investigation report prepared by a professional engineer
- (d) Architectural drawings
- (e) Structural drawings
- (f) Mechanical drawings
- (g) Electrical drawings
- (h) Automatic sprinkler and standpipe drawings where applicable
- (i) An Integrated Testing Plan as per CAN/ULC-S1001
- (j) Department for review as required by the Building Code
- (k) Energy efficiency summary
- (l) Source Water Protection Pre-Application Screening Form

1.14. Non-Residential Renovation (Part 3 or 9 Building)

- (a) Site plan or key plan
- (b) Floor plan(s)
- (c) Door and hardware schedule
- (d) Building elevations if exterior work proposed
- (e) Building section if exterior work proposed
- (f) Structural plans where applicable
- (g) Mechanical plans (plumbing and HVAC) where applicable
- (h) Electrical plans (lighting, fire alarm system) where applicable
- (i) An Integrated Testing Plan as per CAN/ULC-S1001 where applicable
- (j) Source Water Protection Pre-Application Screening Form

1.15. Private Water and Service Systems (Site Services)

- (a) The approved Site Plan or Partial Site Plan Control Approval (Agreement and drawings)
- (b) The approved Pre-Servicing Agreement where applicable
- (c) Property survey
- (d) Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system
- (e) Fire service mains and all specifications and details sealed by a professional engineer
- (f) Cross sections and profiles sealed by a professional engineer
- (g) Details and general notes sealed by a professional engineer
- (h) Water and drain layout at each floor level and plumbing risers
- (i) Material, equipment, and fixture specifications
- (j) Source Water Protection Pre-Application Screening Form

2. Required Information for Plans and Working Drawings

Unless otherwise specified by the Chief Building Official plans or working drawings detailing the following information shall accompany all Building Permit applications:

2.1. Site Plans

Site plans shall reference a current plan of survey certified by a registered Ontario Land Surveyor and shall include:

- (a) Property lines and lot area referenced to a current survey
- (b) Lot size and dimensions of the property;
- (c) Existing and finished ground levels or grades;
- (d) Location of all existing and proposed buildings including setbacks to property boundary lines, parking spaces, distance to other buildings, and other features in relation to property boundaries
- (e) Overall dimensions of all buildings

- (f) Summary of permitted and proposed zoning provisions
- (g) Location of easements and/or rights-of-way
- (h) Location of septic bed, connection to existing system, septic tank and other equipment
- (i) Key plan showing location of existing and proposed construction
- (j) Barrier free information including depressed curbs, ramps, parking and associated details
- (k) Fire route, fire department connections and fire hydrants
- (l) Flood elevations referenced to an established geodetic benchmark

2.2. Grading Plans

Grading plans shall conform to the City of Orillia Engineering Design Criteria, latest edition.

2.3. Private Sewage System Site Evaluation and Reports

Evaluation reports for private sewage systems shall include:

- (a) The name, address, telephone number and signature of the person who prepared the evaluation;
- (b) The date the evaluation was completed;
- (c) A scaled site plan showing:
 - i. The legal description, lot size, property dimensions, existing rights-of-way;
 - ii. Easements, municipal utility corridors, water service location, water wells;
 - iii. The location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code;
 - iv. The location of the proposed sewage system;
 - v. The location of any unsuitable, disturbed, compacted areas, or slopes greater than 4:1; and
 - vi. Proposed access routes for system maintenance; and
- (d) Soil investigation including:
 - i. Depth to bedrock;
 - ii. Depth to zones of soil saturation;
 - iii. Soil properties, including soil permeability;

- iv. Grade conditions; and
- v. The potential for flooding.

2.4. Floor and Roof Plans

Floor and roof plans shall show:

- (a) Basement floor plan including foundation information and use of space;
- (b) Floor plan of every upper level showing use of all spaces;
- (c) Floor plan of every upper level showing structural framing above;
- (d) Roof truss engineered drawings stamped by a P. Eng.;
- (e) Proprietary engineer floor system layout;
- (f) Location of all plumbing fixtures;
- (g) Location of all solid fuel burning appliances; and
- (h) Location of smoke alarms and carbon monoxide detectors.

2.5. Building Sections

Drawings shall show building sections including but not limited to:

- (a) Floor to floor and floor to ceiling heights;
- (b) Footing and foundation wall details including height of grade above basement floor;
- (c) Specifications of all floors, wall and roof assemblies, tall wall details;
- (d) Shoring and underpinning details; and
- (e) Stairs, landings, guards and handrails.

2.6. Architectural Drawings

Architectural drawings shall show:

- (a) Floor plans identifying rooms including use of all spaces, wall construction and fire separations;
- (b) Reflected ceiling plans and associated details;

- (c) Roof plan and associated details including any screening requirements for mechanical roof top equipment;
- (d) Building elevations;
- (e) Building cross sections;
- (f) Wall Sections and details;
- (g) Stair Sections, plan, and details;
- (h) Enlarged detail plans and associated details; and
- (i) Door, window, and room finish schedules.

2.7. Structural Drawings

Structural drawings shall show:

- (a) All foundation, floor, roof, and wall structural elements indicating sizes shapes and proper location and all dead and live design loads and condition of loading;
- (b) Design information including loading, deflection, wind uplift, earthquake analysis;
- (c) Shoring and underpinning plans and details;
- (d) Foundation plan and associated details;
- (e) All reinforced concrete work, indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
- (f) Floor and roof framing plans including beam and column schedule;
- (g) All lintels, column and beam locations and their size and snow drift loading;
- (h) Roof drainage design;
- (i) Details of specialized systems; and
- (j) Where applicable de-watering report and shoring or pile driving.

2.8. Mechanical and Electrical Drawings

Mechanical drawings shall show:

- (a) Plumbing, heating, ventilation, and air conditioning systems including legends and schedules for compliance with the Building Code. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural drawings.

Electrical drawings shall show:

- (b) Lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the Building Code. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural drawings.

Sprinkler and standpipe drawings shall show:

- (c) Floor plans and riser diagrams to locate the entire system including connections, sprinkler heads and water entry schematic.

Schedule “C” - Documents and Forms

The following are forms prescribed for use as applications for permits and administrative matters:

1. Application for a Permit to Construct or Demolish
2. Application for an Alternative Solution
3. Commitment to General Reviews by Architects and Engineers
4. Demolition Clearance Form
5. Demolition Supplementary Information Form
6. Energy Efficiency Design Summary Form (Part 9 Residential)
7. HRAI Ventilation Form
8. Ontario Building Code Data Matrix
9. Request For Occupancy - Non-Residential
10. Occupancy Permit

Note: Forms are prescribed by the Chief Building Official and are not attached to this Chapter. As such, they may be amended from time to time to reflect changes to provincial legislation and operational requirements of the Building Division. Forms are available online at www.orillia.ca.