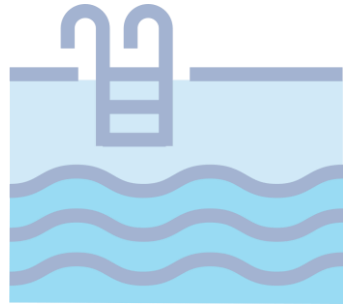


This checklist has been provided to assist in summarizing the typical requirements to obtain a Permit for an Inground Swimming Pool in the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances.

We encourage you to [visit our website](#) to review all information before you begin your 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)
- [Undertaking & Indemnification Form - Grading](#)

* Not required for applications submitted through the public portal.

Pool & Pool Fence Details

1. **A Detailed Site Plan showing:**
 - Pool and pool equipment location and setbacks from all property lines, buildings, easements, septic tank, and bed (if applicable) and other existing and proposed structures.
2. **Pool Fence Drawings and Details:**
 - Demonstrate compliance with all requirements of the [Swimming Pool Fence By-law](#).

Fees & Charges

Payment of the following fees & charges is required when you submit your Permit Application:

- Permit Fee: \$179.69 (2026 rate)
- Grading Review Fee: \$350.00
- Lot Grading Deposit: \$1,650.00 (refundable upon final review and satisfactory inspection)

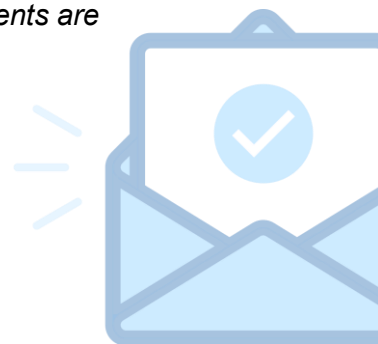
Permit Fees may be paid by cash, cheque, debit, or credit card. *Credit card payments are accepted online only. A 2.4% convenience fee applies to credit card payments.*

Submit your Permit Application

There are two ways you can submit your 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](#).

Common Reasons for Application Delays

- Missing pool fence details.
- Incomplete site plan.
- Missing setbacks to property lines.
- Septic system not shown on plans (where applicable).
- Missing grading documents.