

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Detached Garage or Shed 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

1. [Building Permit Application Form*](#)
2. [Schedule 1: Designer Information Form](#)
3. [Owner's Authorization Form*](#) (required if applicant is not the owner)
4. [Undertaking & Indemnification Form](#) - Grading

* Not required for applications submitted through the public portal.



Required Drawings and Information

- A Site Plan showing the location of the proposed building, existing building(s) and setback to property lines.
- Detailed construction drawings. See [Sample Drawings](#)
- If the proposed slab foundation is over 55m² (592 ft²) a design by a qualified person is required.

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

Most detached garages and sheds may be eligible to utilize the City's Undertaking & Indemnification Form - Grading in lieu of a professionally prepared Lot Grading and Drainage Plan.

Where accepted by the Building Division:

- An Undertaking & Indemnification Form shall be submitted with the permit application;
- A Lot Grading Deposit of \$2,000.00 is required (\$1,650 refundable upon satisfactory completion of the work); and
- The owner is responsible for maintaining existing drainage patterns and restoring any disturbed drainage features.

The Chief Building Official may require a professionally prepared Lot Grading and Drainage Plan where site conditions, topography, drainage concerns, project scope, or other circumstances warrant additional review.

Building Permit Fee

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

[Building Permit Fee](#)

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

