Building Permit Application Guide

Sign Structures

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*
- Schedule 1: Designer Information 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^2).

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

