This guide will help you obtain a Building Permit for the installation of a woodstove or fireplace.

**A Building Permit is required for the installation of a:**
- Masonry fireplace (masonry chimney)
- Woodstove and chimney
- Pellet stove (wood, corn, grain, etc)
- Fireplace insert (chimney liner)
- Pre-manufactured fireplace and chimney

**Information to include when applying for a permit:**
- Floor Plan (please refer to sample drawings and details)
- Cross Section Plan (refer to sample drawings for details)
- Manufacturer’s installation guide for appliance / chimney or liner (ULC, INTEX, or CSA certified). If you do not have a copy of the manual, the appliance must follow the requirements as per CAN/CSA-B365-N Installation Code for Solid Fuel Burning Appliances and Equipment for listed and non listed appliances, referenced from the 2006 Ontario Building Code
- Site Plan (only required if appliance or chimney extends beyond exterior of building). A Development Information Officer (DIO) can assist. The DIO for your area can be contacted by calling the Call Centre at 3-1-1 or by visiting a Client Service Centre

**Permit Submission:**
- Two (2) copies of your proposed plans
- Applicable fees can be paid by cash, cheque, or interac (available on Ottawa.ca)
- Completed application form (available on Ottawa.ca or any Client Service Centre)
- Permit is usually issued within 5 days of application. Delays will occur if insufficient information is provided
- Please indicate the year the home was built in which the appliance will be located

**Inspection Process:** Inspections are an integral part of the permit process and are required to ensure the appliance/chimney meets the requirements of the Ontario Building Code and the manufacturer’s installation specifications.
- Contact your building inspector after issuance of the Building Permit to schedule your inspections. The contact information for the building inspector will be noted on the Building Permit.
- Do not cover any part of construction prior to inspection
- Have the permit, plans and specs available for the building inspector to review

**Required Drawings:**
- Floor Plan Details (please refer to sample drawings and details)
  - Location of appliance in relation to all adjacent walls, doors, windows and any other combustible construction within the installation area of the room
  - Dimensions and outline of floor, wall and ceiling protection (i.e. hearth extension, shielding)
  - The use of the living room, bedroom, kitchen, etc.
  - Indicate location of required Carbon Monoxide CO detector

**Cross Section Details (please refer to sample drawings and details)**
- Dimension of assembly from base of appliance to top of chimney
- Indicate location of supports and shielding when required
- Construction material (type of any floor, or wall protection)
- Construction around any penetrations of floor assemblies, where chimney passes through one or more floors
- Size and location of any required combustible air intake

**Site Plan (only required if appliance/chimney extends beyond exterior of building)**
- Location of building /structure on property
- Location of chimney / appliance in relation to property lines when projecting beyond exterior wall of structure

**Client Service Centre Locations:**
- City Hall, 110 Laurier Avenue West 1st Floor
- Ben Franklin Place, 101 Centrepointe Drive 2nd Floor
- Kanata, 580 Terry Fox Drive 1st Floor
- Kiburn, 5670 Carp Road 1st Floor (Wednesday)
- Metcalfe, 8243 Victoria Street 1st Floor (Tuesday)
- North Gower, 2155 Rogers Stevens Drive 1st Floor (Thursday)
- Orleans, 255 Centrum Boulevard, 2nd Floor

**Permitted Client Service Locations (in accordance with CAN/CSA F326 undertaken by an HRAI certified technician).**
- Ben Franklin Place, 101 Centrepointe Drive 2nd Floor
- Kanata, 580 Terry Fox Drive 1st Floor
- Kiburn, 5670 Carp Road 1st Floor (Wednesday)
- Metcalfe, 8243 Victoria Street 1st Floor (Tuesday)
- North Gower, 2155 Rogers Stevens Drive 1st Floor (Thursday)
- Orleans, 255 Centrum Boulevard, 2nd Floor

**Required Drawings:**

- Cross Section Plan (please refer to sample drawings and details)
  - Combustion air intake c/w damper
  - 2 x 4 studs / ½" drywall
  - Exterior wall
  - Location of any required combustible air intake
  - Location of appliance / chimney

**Information to include after issuance of Building Permit:**
- Dimensions and outline of floor, wall and ceiling protection (i.e. hearth extension, shielding)
- The use of the living room, bedroom, kitchen, etc.
- Indicate location of required Carbon Monoxide CO detector

**Permit Submission:**
- Two copies of your proposed plans
- Applicable fees can be paid by cash, cheque, or interac (available on Ottawa.ca)
- Completed application form (available on Ottawa.ca or any Client Service Centre)
- Permit is usually issued within 5 days of application. Delays will occur if insufficient information is provided
- Please indicate the year the home was built in which the appliance will be located