

Woodstove & Fireplace Guide



- Solid Fuel Burning Appliances
- Masonry Fireplace
- Chimney Installation

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, INTEK, or CSA certified). If you do not have a copy of the manual, the appliance must follow the requirements as per CAN/CSA-B365-M 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

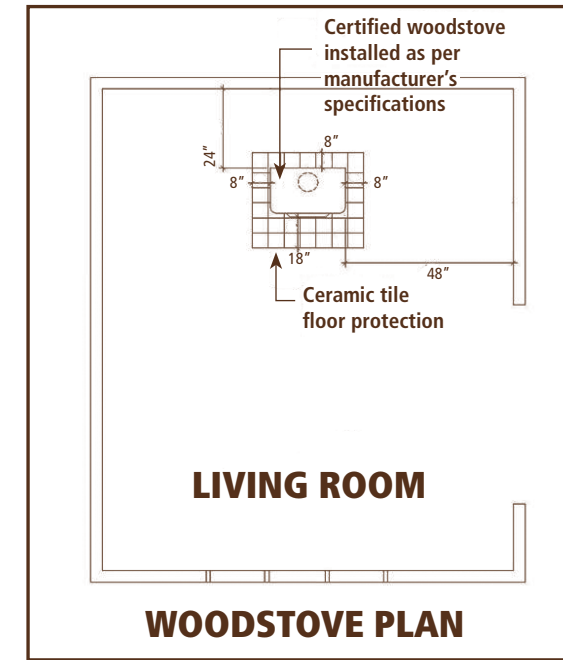
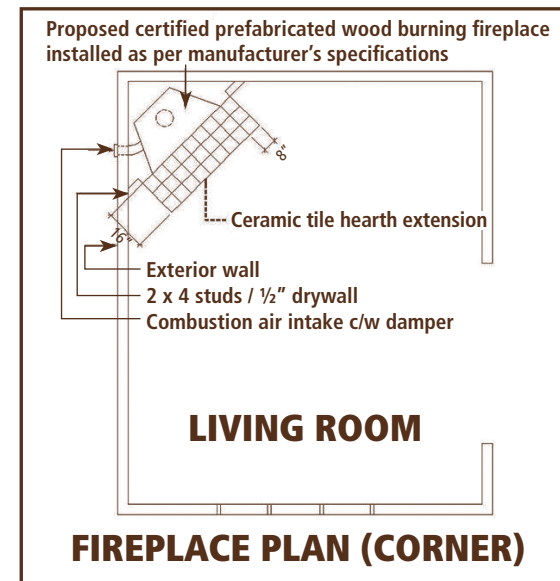
Inspections are an integral part of the permit process and are required to ensure the appliance/chimney meets the requirements of the Ontario Building Code and the manufacturer's installation specifications.

- 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 room (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)

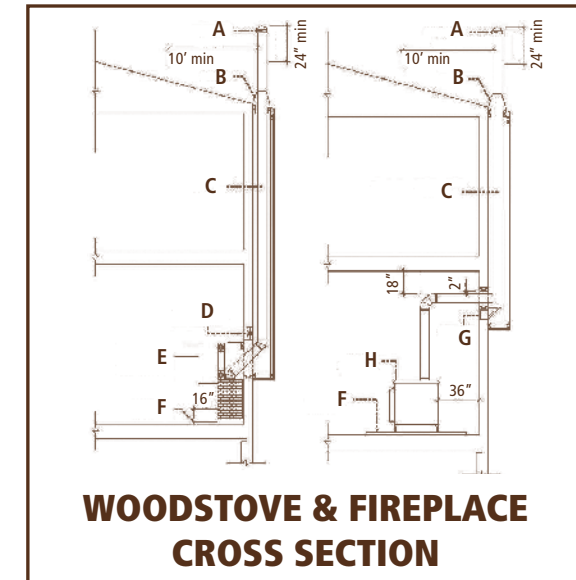
- Location of building /structure on property
- Location of chimney / appliance in relation to property lines when projecting beyond exterior wall of structure

* Homes constructed after 1990 will require additional measures to address depressurization, including one of the following based on the year the home was built:

1. Heat Recovery Ventilator (HRV) and Carbon Monoxide Detector;
2. Fresh Air Intake installed to prevent excessive depressurization; or
3. Pressure test performed (depressurization test, in accordance with CAN/CSA F326 undertaken by an HRAI certified technician).

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
- Kinburn, 5670 Carp Road 1st Floor (Wednesday)
- Metcalfe, 8243 Victoria Street 1st Floor (Tuesday)
- North Gower, 2155 Rogers Stevens Drive 1st Floor (Thursday)
- Orléans, 255 Centrum Boulevard, 2nd Floor



- A. Chimney cap
- B. Flashing
- C. Certified chimney installed as per manufacturer's specifications
- D. Lintel framed into opening
- E. Prefabricated wood burning fireplace (ULC listed)
- F. Ceramic tile floor protection
- G. Clean out access
- H. Woodstove (ULC listed)