

Residential Wood Burning Fireplace or Stove

Project Name:	
Project Address:	
Applicant:	
Applicant Address:	

	The following items are required for plan review:	YES	N/A
1.0	Legible site plans – digital or hard copy drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhang sizes.		
1.4	Not required if chimney extends through the existing roof attic.		
2.0	Construction drawings - digital or hard copy drawn to scale and dimensioned		
2.1	Floor plan is required showing all rooms and uses for the storey where the stove/fireplace is proposed to be installed.		
2.2	Construction details where the chimney extends through exterior walls or roof/attic assemblies.		
2.3	Mantle height above fire chamber (if fireplace). Hearth height and extensions to sides and front of fire chamber or stove. Hearth finishes.		
2.4	Location of CO detector (permanently mounted) identified.		
2.5	Combustion air supply identified.		
2.6	Building envelope construction if required - including insulation RSI values, air and vapour barriers. Exterior cladding and flashings.		
3.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single-Family Dwelling.		
3.1	Electrical permit, if required for electrical services.		
3.2	Gas Permit, if required for any gas connections (log lighter, etc.)		
4.0	Additional documents		
4.1	Copy of manufacturer installation guide.		

Checklist must be completed by applicant prior to submittal.

Minor changes or notes on submitted plans may be in blue or black ink.

RED INK IS RESERVED FOR DEPARTMENT.

NOTE: Any missing or incorrect information will delay the permit issuance.