

A building permit is required for the installation of a new or used wood stove, new chimney, a factory-built fireplace or hearth-mounted stove inside or attached to a building and must comply with the Ontario Building Code for clearances from combustible materials.

A building permit is not required for outdoor furnaces if the building in which they are enclosed is under 108 square feet.

This checklist provides a summary of the Building Permit submission requirements for a wood burning appliance and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws and the Ontario Building Code.

- Permit applications to be filled out and signed
- Authorization form (if applicable)
- Complete set of construction drawings, drawn to scale (1:75 or 3/16"=1') including:
 - **Floor Plan** of the room or area in which the appliance is being installed
 - **Cross Section** of the appliance and associated construction (except where adequate information is provided within the appliance and chimney brochures/manuals)
 - **Foundation Plan and Section** (for masonry fireplaces and chimneys, where applicable)
 - **Other Details:**
 - Proof of ULC# or CSA#, also located on the plate on the back of the stove
 - Copy of the appliance and chimney installation manuals
 - Age of structure
 - Information on existing ventilation

Next steps:

- Submit the complete permit application and supporting documents to the Building Division either electronically by emailing building@brant.ca or hard copies can be dropped off at the Pairs Customer Service Office
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, and the Ontario Building Code. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees.
- The permit is issued when all review is complete, and all fees are paid. Incomplete permit applications may delay permit processing time.
- Once the permit is issued, construction begins, and inspections are scheduled. Building inspectors review major phases of construction until occupancy and/or final is complete.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone 519.44BRANT or email us at building@brant.ca

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

| For use by Principal Authority | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|-------------|
| Application number: | Permit number (if different): | | |
| Date received: | Roll number: | | |
| Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority) | | | |
| A. Project information | | | |
| Building number, street name | | Unit number | Lot/con. |
| Municipality | Postal code | Plan number/other description | |
| Project value est. \$ | | Area of work (m ²) | |
| B. Purpose of application | | | |
| <input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit | | | |
| Proposed use of building | | Current use of building | |
| Description of proposed work | | | |
| C. Applicant | | | |
| Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner | | | |
| Last name | First name | Corporation or partnership | |
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number | Fax | | Cell number |
| D. Owner (if different from applicant) | | | |
| Last name | First name | Corporation or partnership | |
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number | Fax | | Cell number |

| E. Builder (optional) | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------|--------------------------------------------|-----------------------------|
| Last name | | First name | Corporation or partnership (if applicable) | |
| Street address | | | Unit number | Lot/con. |
| Municipality | | Postal code | Province | E-mail |
| Telephone number | | Fax | Cell number | |
| F. Tarion Warranty Corporation (Ontario New Home Warranty Program) | | | | |
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii. If yes to (ii) provide registration number(s): _____ | | | | |
| G. Required Schedules | | | | |
| i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. | | | | |
| ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. | | | | |
| H. Completeness and compliance with applicable law | | | | |
| i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> . | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv) The proposed building, construction or demolition will not contravene any applicable law. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I. Declaration of applicant | | | | |
| I _____ declare that: (print name) | | | | |
| 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. | | | | |
| 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. | | | | |
| _____ | | _____ | | |
| Date | | Signature of applicant | | |

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

| A. Project Information | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------|----------|
| Property Address | | Unit number | Lot/con. |
| Municipality County of Brant | Postal Code | | |
| B. Property Owner(s) | | | |
| Last name | First name | Corporation or partnership | |
| Street address | | Unit number | |
| Municipality | Postal code | Province | E-mail |
| Telephone number | | Cell number | |
| C. Party to be Authorized | | | |
| Last name | First name | Corporation or partnership | |
| Street address | | Unit number | |
| Municipality | Postal code | Province | E-mail |
| Telephone number | | Cell number | |
| D. Declaration of Property Owner(s) | | | |
| <p>I _____, hereby Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p> | | | |

Note:

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

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