

# 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

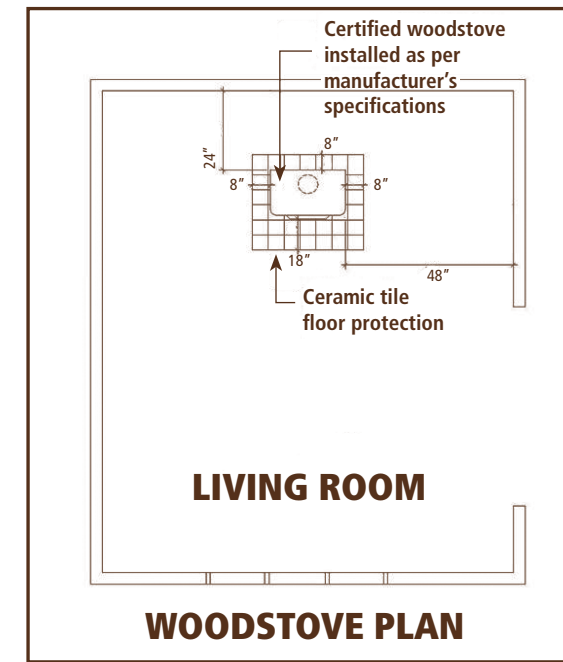
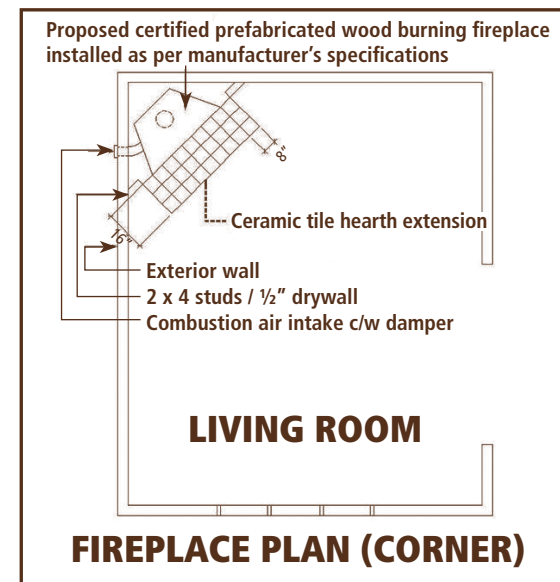
Inspections are an integral part of the permit process and are required to ensure the appliance/chimney meets the requirements of the Ontario Building Code and the manufacturer's installation specifications.

- 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)

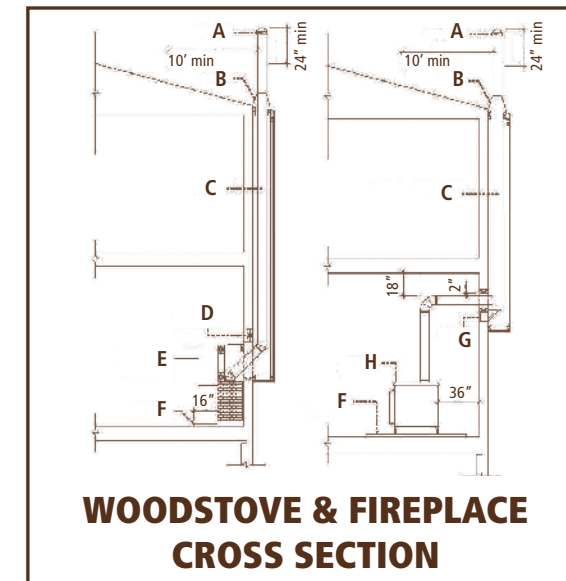
- Location of building /structure on property
- Location of chimney / appliance in relation to property lines when projecting beyond exterior wall of structure

\* 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)