



Masonry & Factory Built Fireplaces Permit Guide

Building Permit Requirements

All application forms, drawings, and related documents shall be submitted electronically in PDF format build@thebluemountains.ca or by using our secure [ShareFile](#) system.

Please refer to our [Electronic Submission Requirements Document](#)

Required Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information
2. [Fireplace Woodstove Installers Form](#)
3. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)

Required Drawings and Information

4. Construction Drawings (provide information & details of the room in which the fireplace/woodstove is to be installed)
5. Masonry Fireplace Construction Details: Fireplace face details, hearth material, dimensions & structural support, dimensions & materials for fireplace chamber and smoke chamber, chimney construction, combustion air supply
6. Factory-Built (Zero Clearance) Fireplace: Manufacturer's specifications & installation details

Fees and Charges

7. Building Permit Fee \$100.00

[Wood Energy Technology Transfer](#) Inc. (WETT)

(888) 358-9388

Fireplace installations shall conform to CANULC-S610-M; Chimneys shall conform to CAN/CSA-S629-M

Next Steps

Submit complete application including supporting documentation, electronically to build@thebluemountains.ca. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.