



## Wood Stove Information Guide

**Wett Inspections for free standing wood stoves, wood burning fireplace inserts and chimneys.**

**When is a building permit required.**

- For the installation of a new or used wood stove or fireplace insert.
- For the installation of a new chimney.
- For a Factory-built fireplace or hearth mount stove.

**Drawing requirements for a building permit application.**

1. Completed building permit application and applicable fees.
2. Two copies of drawing showing location of the wood burning appliance and chimney, also location. e.g., basement, main floor, or garage.
3. Installation manuals for stove and chimney to be on site for inspection.
4. Wett certified installers is always a good option when having a wood burning appliance installed. These installers can be recommended at time of purchase or found online. [www.wettinc.ca](http://www.wettinc.ca)  
If a Wett certified installer is used, please retain a copy of certification for our inspection and files.

### **How to apply for a building permit**

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

### **Cost of building permit**

The cost of the permit is \$181.00, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

### **Time**

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

**Required Building Inspections prior to use.**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include.

- Any areas of the chimney before they are concealed with insulation, drywall or where they go through wall or roof.
- In the case of a factory-built fireplace, when the framing has been completed around the fireplace and chimney, but all areas left exposed and visible.
- In the case of a free-standing wood stove, the clearances for the stove and the chimney can be done in one inspection.

**Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

**Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

**Office hours.**

Monday to Friday

8:30am – 4:30pm