

**WOODSTOVE**  
SOLID-FUEL FIRED  
APPLIANCE

**Building Permit  
Package**

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division  
[norfolkcounty.ca](http://norfolkcounty.ca)



## **Do I need a permit for a woodstove?**

A Building Permit is required for a woodstove inside a building as it is a solid fuel-fired appliance and must comply with the Ontario Building Code for clearances from combustible materials. (Ontario Building Code references 9.21.1, 9.22.10, 9.33.1)

A Building Permit is *not required* for outdoor furnaces if the building in which they are enclosed is under 108sqm. Outdoor furnaces still need to comply with [Norfolk County Zoning By-law 1-Z-2014](#)

A secondary source of heat for a dwelling unit is not required if an outdoor furnace is used as the primary source of heat.

## **STEP 1: Preparing your Application.**

A building permit application consists of many document. The forms attached are to be completed, signed, and dated.

### **Drawings and Documents**

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the Regulations under this act tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, should retain a qualified designer to assist you in completing the application.

## **Building Permit – Application Checklist.**

### **Completed Forms.**

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Property Owner Consent Form, if application is not completed by the property owner.

### **Required Documents.**

- Copy of make or model of the stove and chimney(manual).
- Proof of ULC# or CSA#, also located on the plate on the back of stove
- Copy of page from manufacturers manual that lists the clearances required and heat shield requirements .
- Verification of WETT certification from your installer.
- Ventilation plan. Woodstoves installed inside dwelling units require a Heat Recovery Ventilator (HRV) be installed to prevent depressurization of the building.
  - o (OBC 9.32.3.8)

### **Fees.**

- Building Permit fee.

## **STEP 2: Applying.**

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



## **Building Department**

[Apply for a Building Permit  
Status and Fees](#)

**In Person:** Visit our service counter located at 12 Gilbertson Drive Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

## **Step 3: Plans Review.**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

## **Step 4: Inspections.**

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016.