



# Woodstoves, Fireplaces, Chimneys & Outdoor Solid Fuel Combustion Appliances

## Building Permit Information Guide

Revised August 2026

### **Municipal Office**

Mail to: Box 70, 263 Main St.  
Odessa, Ontario  
K0H 2H0  
Phone: 613-386-7351  
[www.loyalist.ca](http://www.loyalist.ca)

### **18 Manitou Cres Amherstview, ON**

### **Office Hours**

Winter  
September through April  
Mon – Fri 8:30 am – 4:30 pm

Summer  
May through August  
Mon – Thu 8:15 am -4:30 pm  
Fri 8:15 am – 12:15 pm

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## Introduction

The following guide has been developed to assist homeowners in obtaining a building permit for a woodstove, fireplace, chimney or outdoor solid fuel combustion appliance (outdoor wood furnace).

The installation or replacement of a woodstove, fireplace, chimney or outdoor solid fuel combustion appliance requires a building permit. Submitting a complete application will ensure the timely approval of your permit.

Please note that most insurance companies will require a WETT certificate for the installation of a wood-burning appliance. You should notify your insurance company of your intentions before installation.

## Permit Fees

There is a minimum permit fee of \$100. 2026 Building Permit fees are calculated at \$18.73 per \$1,000 of construction cost. If construction is started prior to a building permit being issued, a \$200 processing fee will be applied.

## Certification

The appliance must be ULC, INTEK, CSA or Warnock-Hersey certified and installed in accordance with the manufacturer's specifications. If you do not have a copy of the manufacturer's specifications, the appliance must meet the requirements of the CAN/CSA-B365-01 Installation Code for Solid Fuel Burning Appliances and Equipment or CAN/CSA B366.1-11 for other heating appliances.

## Outdoor Solid Fuel Combustion Appliances

Outdoor solid fuel combustion appliances must be installed in conformance with the manufacturer's specifications and comply with the Township's By-law No. 2012-101, being a by-law to regulate outdoor solid fuel combustion appliances. A copy of this By-law may be obtained on our

### Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email [info@loyalist.ca](mailto:info@loyalist.ca).

## **Building Department**

### **Chief Building Official**

Stephen Mailloux  
ext. 127  
[smailloux@loyalist.ca](mailto:smailloux@loyalist.ca)

### **Building Inspectors**

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ext. 136  
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## Building Permit Application Checklist

A building permit application is required for the installation or replacement of the following:

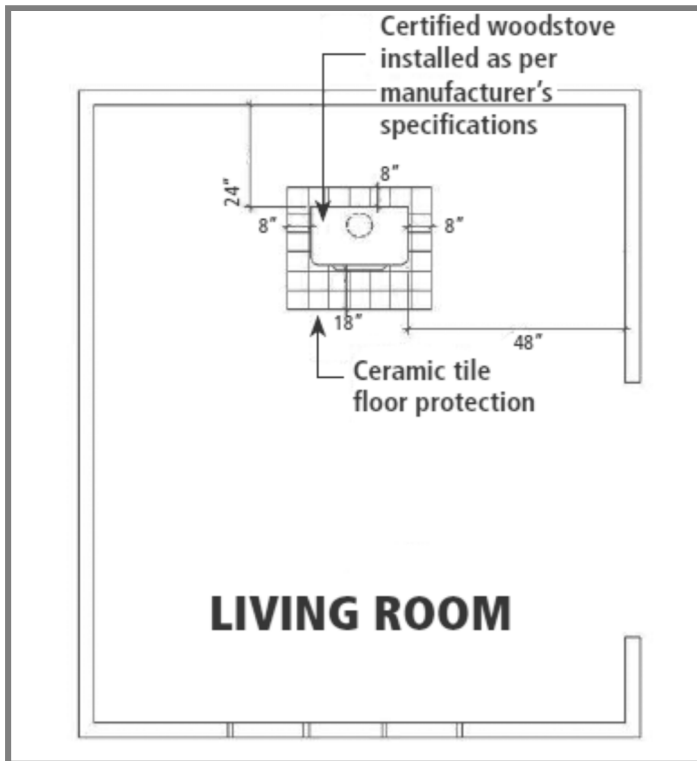
- Fireplace (masonry, insert, pre-manufactured)
- Woodstove
- Pellet stove
- Chimney of any type
- Outdoor solid fuel combustion appliance (By-law 2012-101)

Items required for a complete building permit application submission:

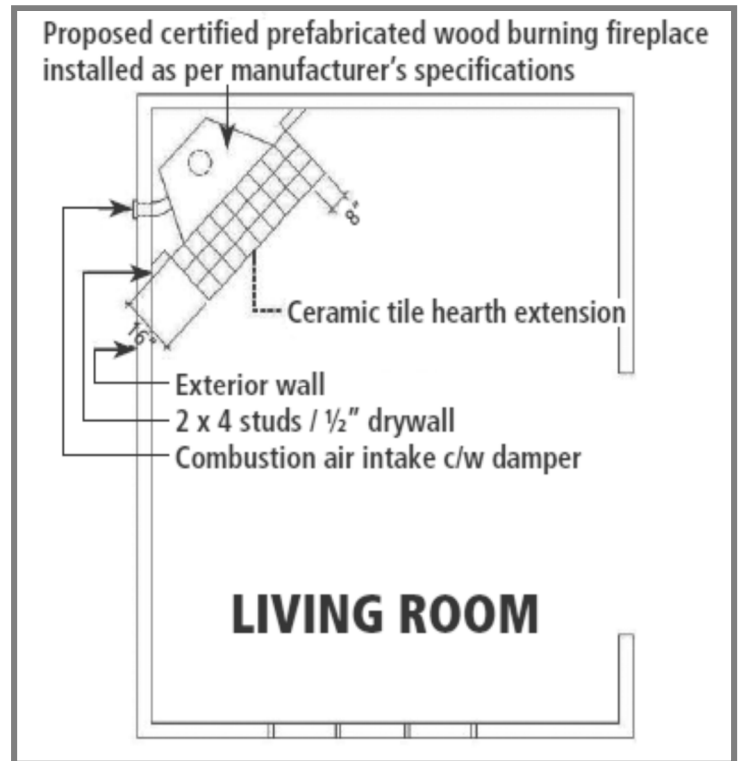
- ☐ Building permit application form
- ☐ Schedule 1: Designer Information form
- ☐ Copy of Deed/Land Transfer. If you do not have a copy, you may obtain one by visiting Service Ontario.
- ☐ Agent Authorization form (required if anyone other than the property owner is submitting the application).
- ☐ Supplemental Permit Information Sheet
- ☐ Manufacturer's installation guide for the appliance (must be ULC, INTEK, CSA, or Warnock-Hersey certified). If you do not have a copy of the manufacturer's specifications, the appliance must meet the requirements of the CAN/CSA-B365-01 Installation Code for Solid Fuel Appliances and Equipment.
- ☐ Floor plan showing the location of the appliance in the room, including ceiling height (refer to sample drawing)
- ☐ Drawing showing location of chimney on roof (refer to sample drawing)
- ☐ Plot Plan (required if appliance or chimney extends beyond the exterior of the building) indicating the following:
  - Lot area
  - Distance from the appliance to the property lines
  - Distance from the appliance to existing structures
- ☐ Indicate if the existing chimney is being used or if a new chimney is being installed. If the existing chimney is being used, confirmation will be required that the chimney is adequate.
- ☐ If a smoke pipe is to be connected to the existing masonry chimney, show the method of connection.

## Sample Drawings

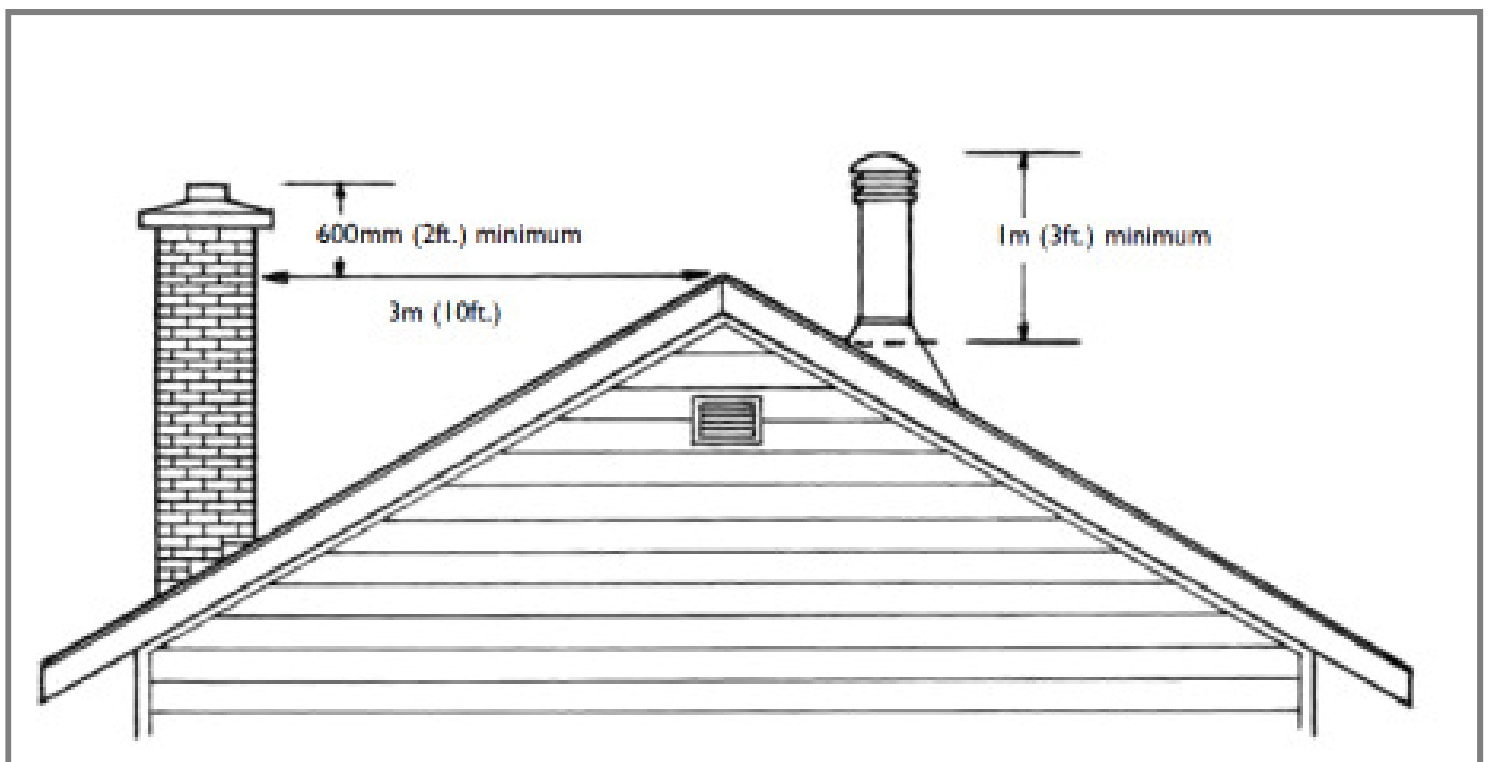
### Woodstove Plan



### Fireplace Plan



### Chimney Height Plan





## Supplemental Permit Information For Woodstoves, Fireplaces & Outdoor Solid Fuel Combustion Appliances

|                                                                                                      |                              |                                 |
|------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------|
| <b>A. Project Information</b>                                                                        |                              |                                 |
| Building number, street name                                                                         |                              | Unit no.                        |
| <b>B. Building Information</b>                                                                       |                              |                                 |
| Location of New Appliance                                                                            |                              |                                 |
| <b>C. Chimney Information (Type)</b>                                                                 |                              |                                 |
| New Factory Built                                                                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| New Masonry                                                                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Existing Masonry Complete with New Liner                                                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Existing Chimney                                                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Other (please specify)                                                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| <b>D. Wood Burning Stove Information (If Applicable)</b>                                             |                              |                                 |
| Certified Solid Fuel Burning Appliance                                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Uncertified Solid Fuel Burning Appliance                                                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| <b>E. Wood Burning Fireplace Information (If Applicable)</b>                                         |                              |                                 |
| Factory Built Fireplace                                                                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Fireplace Insert                                                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Masonry Fireplace                                                                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| <b>F. Outdoor Solid Fuel Combustion Appliance</b>                                                    |                              |                                 |
| Outdoor Solid Fuel Combustion Appliance                                                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| <b>G. Declaration of Applicant</b>                                                                   |                              |                                 |
| I _____ certify that the information contained in this document is true to the best of my knowledge. |                              |                                 |
| _____<br>Date                                                                                        |                              | _____<br>Signature of applicant |

# 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: _____<br>(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 <sup>2</sup> ) |                            |                    |
| B. Purpose of application                                                                                                     |                                  |                                |                            |                    |
| New construction                                                                                                              | Addition to an existing building | Alteration/repair              | Demolition                 | Conditional Permit |
| Proposed use of building                                                                                                      |                                  | Current use of building        |                            |                    |
| Description of proposed work                                                                                                  |                                  |                                |                            |                    |
| C. Applicant                                                                                                                  |                                  |                                |                            |                    |
| Applicant is: Owner or 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                    |                            |                    |

| <b>E. Builder (if known)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |            |             |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------|--------------------------------------------|
| 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 |                                            |
| <b>F. New home construction licensing requirement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |            |             |                                            |
| i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.                                                                                                                                                                                                                                                                                                                                                                                                                     |             |            | Yes         | No                                         |
| ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |            | Yes         | No                                         |
| iii. If yes to (ii) provide licence number(s): _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |            |             |                                            |
| <b>G. Required Schedules</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |            |             |                                            |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |            |             |                                            |
| <b>H. Completeness and compliance with applicable law</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |            |             |                                            |
| 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).<br>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. |             |            | Yes         | 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> .                                                                                                                                                                                                                                                                                                                                                             |             |            | Yes         | 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.                                                                                                                                                                                                         |             |            | Yes         | No                                         |
| iv) The proposed building, construction or demolition will not contravene any applicable law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |            | Yes         | No                                         |
| <b>I. Declaration of applicant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |            |             |                                            |
| <p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>                                                                                                              |             |            |             |                                            |

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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| A. Project Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                                |                          |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|--------------------------|----------|
| Building number, street name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |                                | Unit no.                 | Lot/con. |
| Municipality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Postal code                   | Plan number/ other description |                          |          |
| B. Individual who reviews and takes responsibility for design activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |                                |                          |          |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               | Firm                           |                          |          |
| Street address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                                | Unit no.                 | Lot/con. |
| Municipality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Postal code                   | Province                       | E-mail                   |          |
| Telephone number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Fax number                    |                                | Cell number              |          |
| C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                                |                          |          |
| House                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | HVAC – House                  |                                | Building Structural      |          |
| Small Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Building Services             |                                | Plumbing – House         |          |
| Large Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Detection, Lighting and Power |                                | Plumbing – All Buildings |          |
| Complex Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Fire Protection               |                                | On-site Sewage Systems   |          |
| Description of designer's work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                                |                          |          |
| D. Declaration of Designer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |                          |          |
| <p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div> |                               |                                |                          |          |

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.



## Agent of Record Letter

(If the owner is NOT the applicant)  
(If multiple owners, an Authorization Letter from each owner is required)

I (we), \_\_\_\_\_  
(name(s) of owner, individuals or company)

Being the registered owner(s) of the subject property, hereby authorize \_\_\_\_\_  
(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

\_\_\_\_\_  
(property address)

Please check the appropriate box:

☐ Construct      ☐ Install      ☐ Alter      ☐ Renovate      ☐ Demolish

Describe work below

---

---

---

\_\_\_\_\_  
Print name of owner

\_\_\_\_\_  
Print name of agent

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of agent

\_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
Day/Month/Year