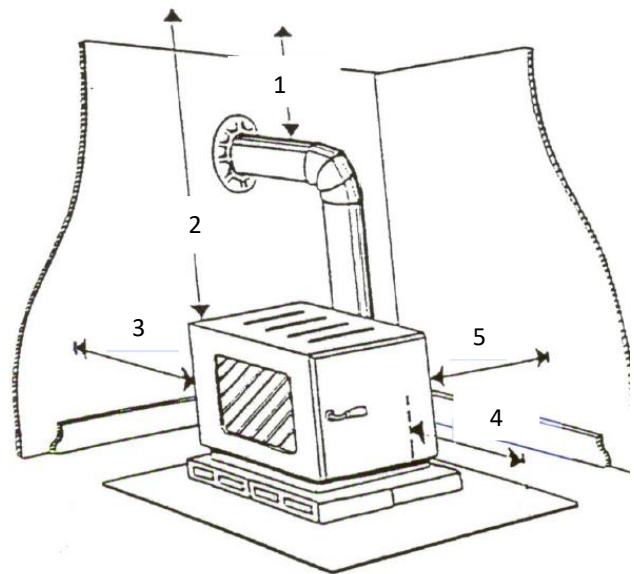


Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Completed Building Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Make and model of the fireplace
- CSA, ULC or WHI approval number for the fireplace
- Distances (scaled in metric) for the following:
 - Top of flue to ceiling (1)
 - Top of stove to ceiling (2)
 - Side of stove to adjacent walls (3 & 4)
 - Rear of stove to adjacent wall (5)



Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the Building Permit webpage to view this map.