



Township of
Springwater



Building Guide – Install of a Fireplace

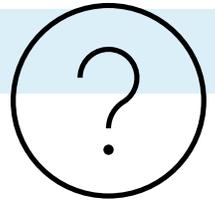
Phone: 705-728-4784 EXT 2017

Email: building@springwater.ca

Email: zoning@springwater.ca

Last Updated: February 7th, 2024

General Information:



Do I need a permit?

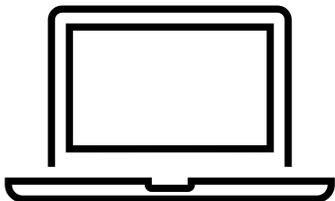
This information is provided for homeowners and contractors planning to install a solid fuel (wood, pellet etc.) burning appliance and/or chimney in a Single Dwelling Unit only. Please note that any installation of a non-masonry, solid fuel burning appliance (e.g., wood stove) shall comply with CAN/CSA-B365. Masonry fireplaces are not addressed in this guide. For further information on such projects please contact Building Services.

Does my installer need to be W.E.T.T Certified?

Yes, please ensure that the installer is W.E.T.T certified as we will ask for a copy of the W.E.T.T report following installation of your wood burning appliance.

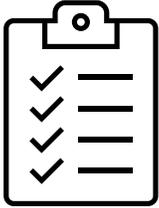
W.	Wood	W.E.T.T. functions as a National Register of individuals trained to install and inspect wood burning systems in Canada.
E.	Energy	
T.	Technology	
T.	Training	

Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer. For further assistance please see our **Digital Permit Submission Guide**.

Permit Issuance:



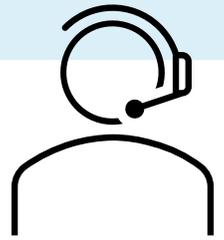
Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

Fees and Charges By-law.

Scheduling Inspections:

After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code.

Permit Submission Checklist:

1. Completed Building Permit Application:



Application for a Permit to Construct or Demolish & Schedule:
Designer information

Letter of Authorization (if other than the property owner)

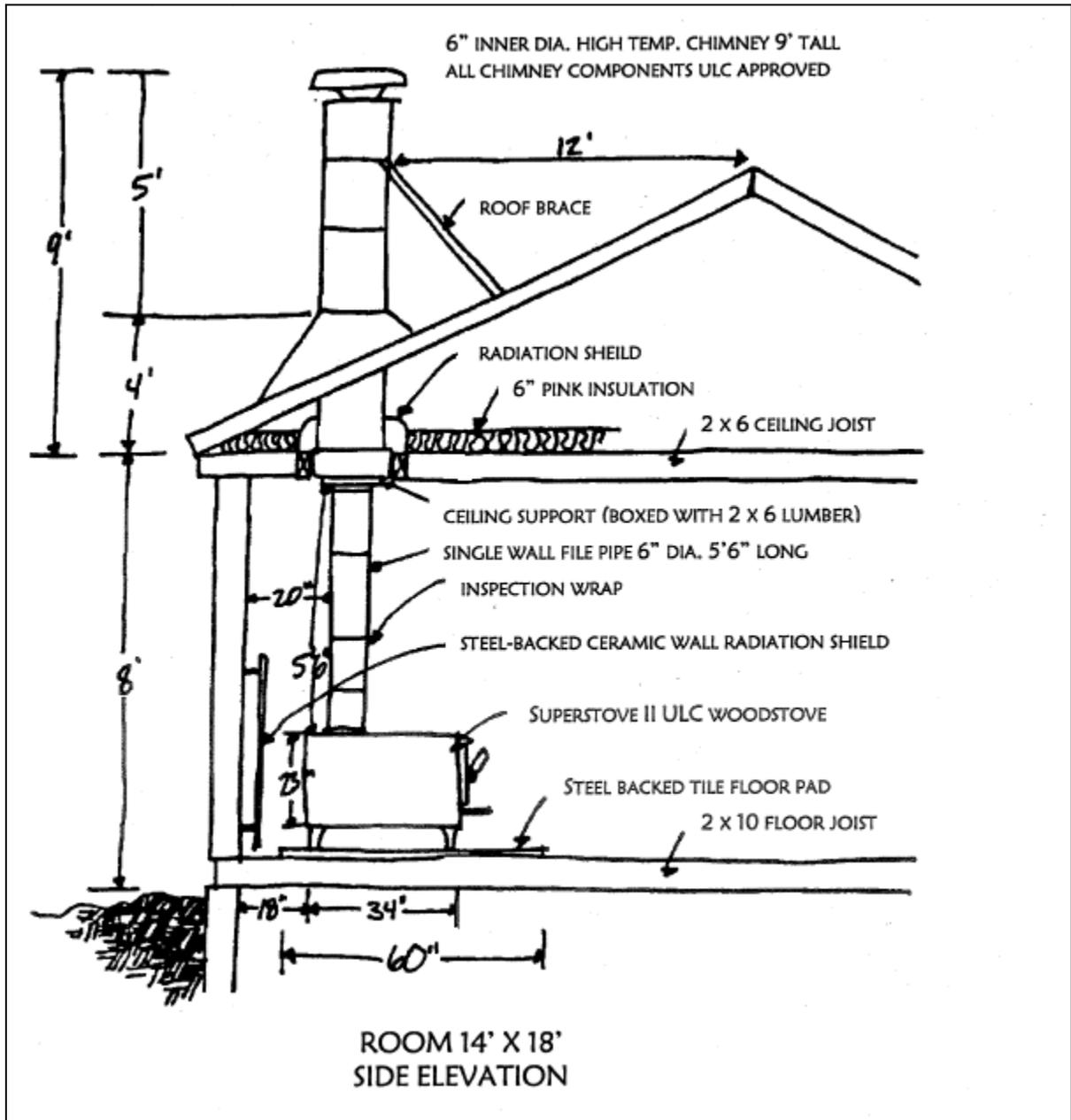
2. Required Supporting Documents:

Front view and side view drawing showing:
Wall shielding, flue pipe and chimney arrangements looking at it from the front and the side.

Top of plan drawing showing:
Appliance position in the room, wall clearances and shielding and floor pad
– from a “birds’ eye view”

Manufacture’s Installation Instructions (for a solid fuel burning appliance)

Township of Springwater: **Sample** Woodstove Drawing

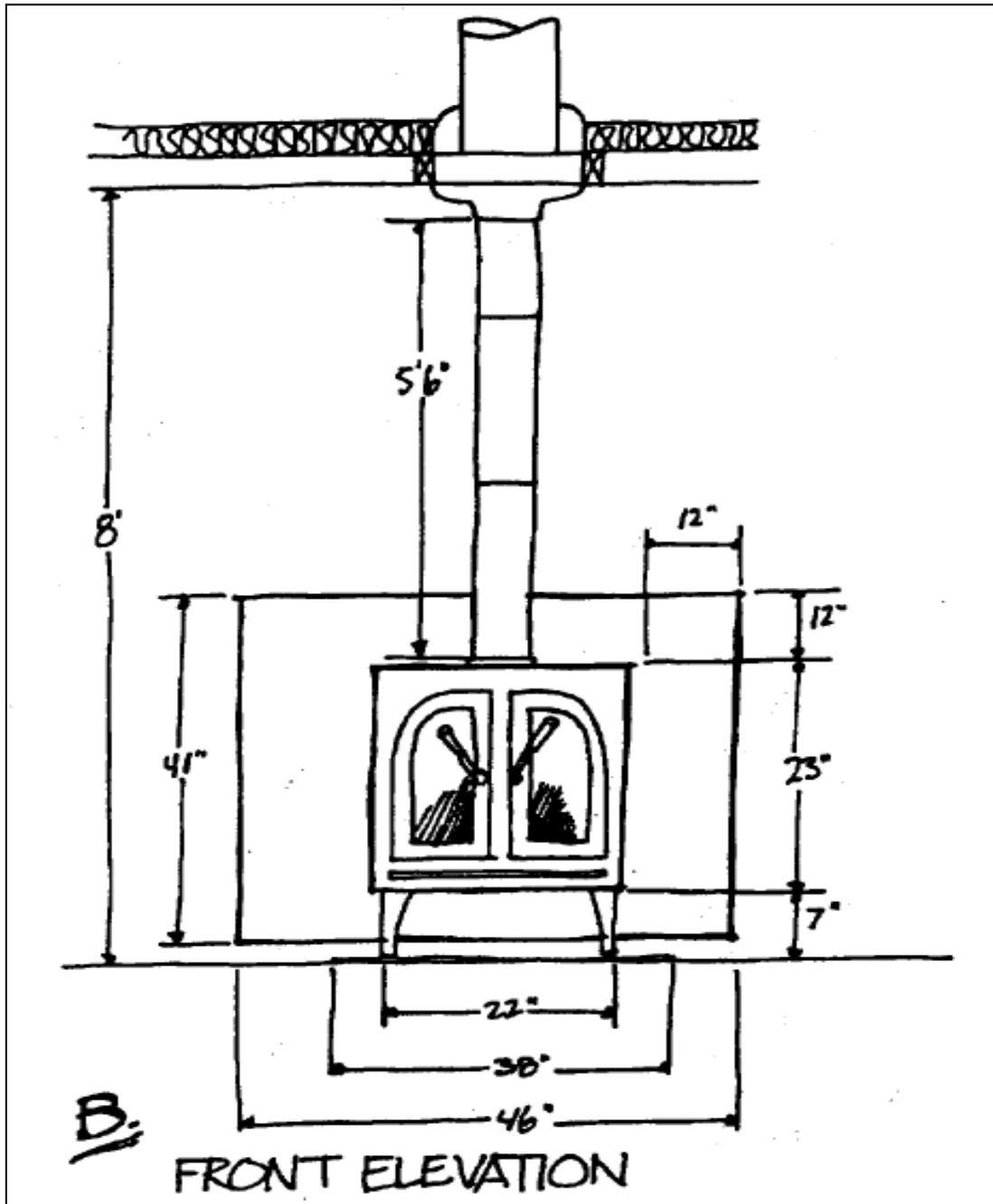


21 Springwater Trail – Side elevation

DESIGNER COMPANY NAME
123 Main Street, Anytown, Ontario
705-XXX-XXXX

Drawn by: Designer Name
Firm BCIN: 012345
Individual BCIN: 0547321
Date: March 11, xxxx

Township of Springwater: **Sample** Woodstove drawing



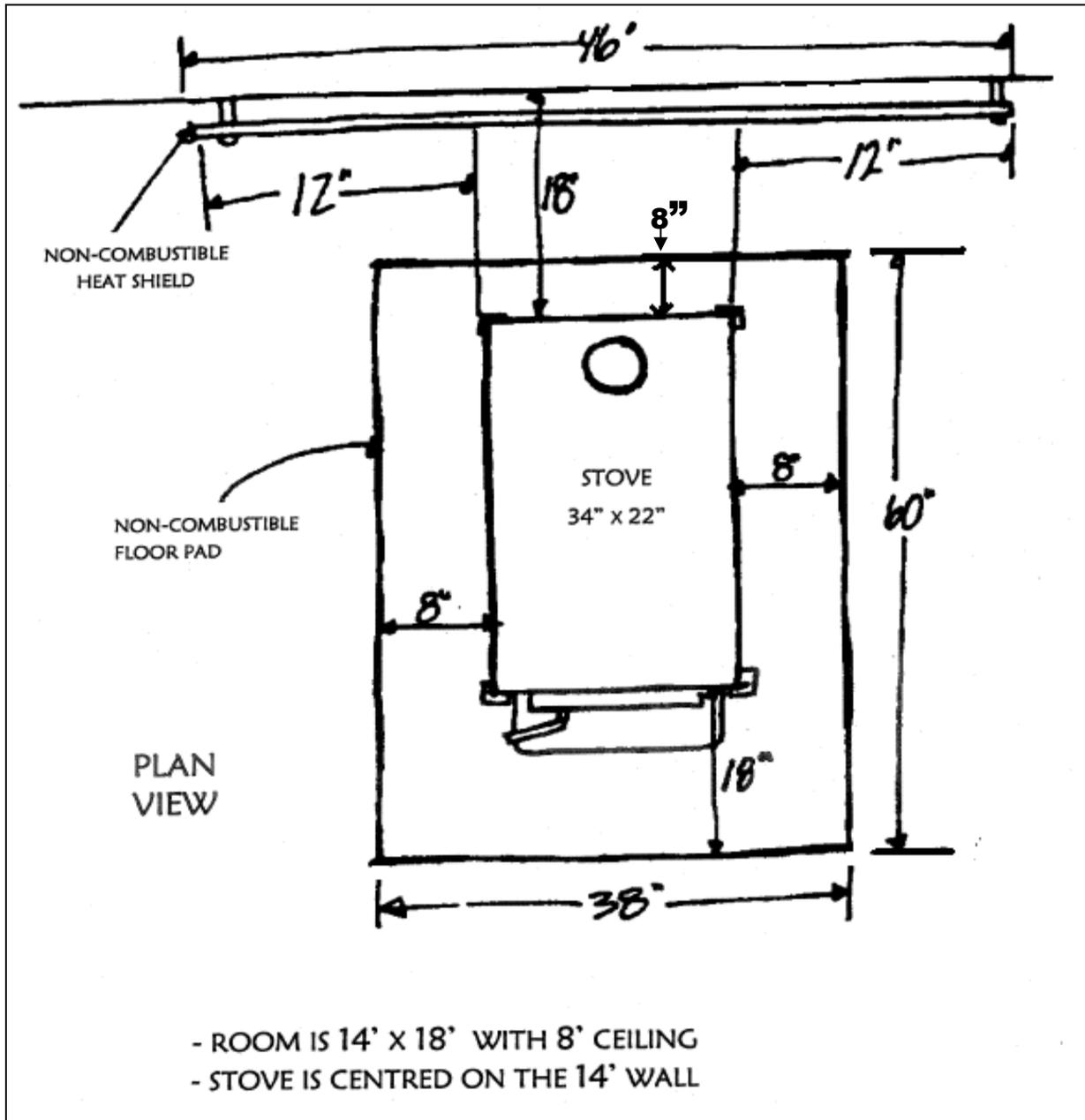
21 Springwater Trail – Front elevation

DESIGNER COMPANY NAME
123 Main Street, Anytown, Ontario
705-XXX-XXXX

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Drawn by: Designer Name
Firm BCIN: 012345
Individual BCIN: 0547321
Date: March 11, xxxx

Township of Springwater: **Sample** Woodstove drawing

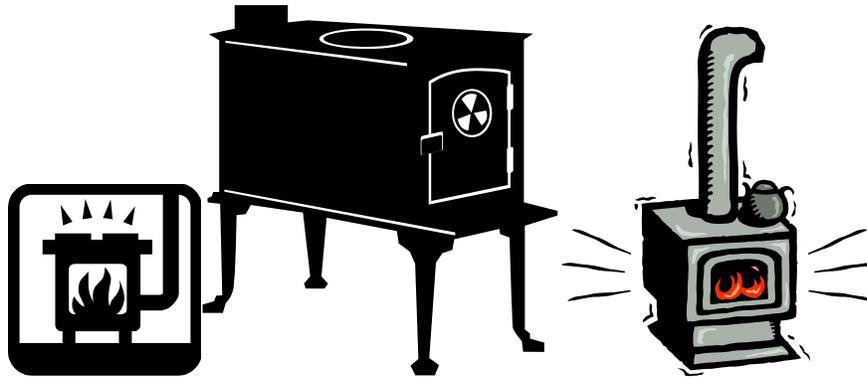


21 Springwater Trail – Top elevation

DESIGNER COMPANY NAME
123 Main Street, Anytown, Ontario
705-XXX-XXXX

Drawn by: Designer Name
Firm BCIN: 012345
Individual BCIN: 0547321
Date: March 11, xxxx

Manufacturer's Specifications



Please note that just as there are many types, sizes and shapes of wood burning appliances, there are also many different manufacturer's specifications as each one is unique. A copy of these specifications should be given to you when you purchase your appliance. Please include this information with your permit application.