



## 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 hearthmount 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.

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

To apply for a building permit please bring all required drawings to the Clearview Municipal Office, located at 217 Gideon Street, Stayner, Ontario.

### **Cost of building permit**

The cost of the permit is \$153.00, we accept cash, cheque and debit as methods of payment. This includes 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 through contacting the Building Department 705-428-6230 ext. 232. Please call in advance, same day service is only available when booked before 8:30am the day of the inspection. 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