



Building Department  
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## APPLICATION GUIDELINES FOR INSTALLATION OF A SOLID FUEL BURNING APPLIANCE

### Application for Permit

To obtain a permit under Subsection 8(1) of the Act, the applicant shall file an application in writing by completing a prescribed provincial application form available from the Chief Building Official, the Municipality of Highlands East website or the Ministry of Municipal Affairs and Housing Building Code Website.

### Permit Required

A Building Permit is required for the installation of a:

- 1) Masonry fireplace / masonry chimney,
- 2) Woodstove and chimney,
- 3) Pellet stove (wood, corn, grain, etc.),
- 4) Fireplace insert and chimney liner,
- 5) Pre-manufactured fireplace and chimney.

### Required Plans

Drawings, plans and specifications to accompany an application to permit.

- 1) **Site Plan**
  - A Site Plan is required only if the installation of the appliance and/or chimney extends beyond the exterior walls of the home.
  - Direction north indicated
  - Size and use of all existing and proposed structures including location of all structures with dimensions to property lines
  - Location of easements, right-of-ways, overhead power lines, etc.
- 2) **Floor Plans** (minimum scale: 1/4"=1'-0" or 1:50 (metric))
  - Dimensions of the wood burning appliance showing distance to rear wall, side walls, windows and doors.
  - Location and dimensions of wall shielding, including extension beyond the appliance.
  - Dimensions and type of floor protection, showing distance to sides, rear, and front of the appliance.
- 3) **Cross Sections and Details** (minimum scale: 1/4"=1'-0" or 1:50 (metric))
  - Cross section showing floors, wall, roof, appliance, and chimney installation.
  - Show and describe wall and ceiling shielding if applicable, with dimensions.
  - Show clearances of appliance and chimney to wall and ceiling.

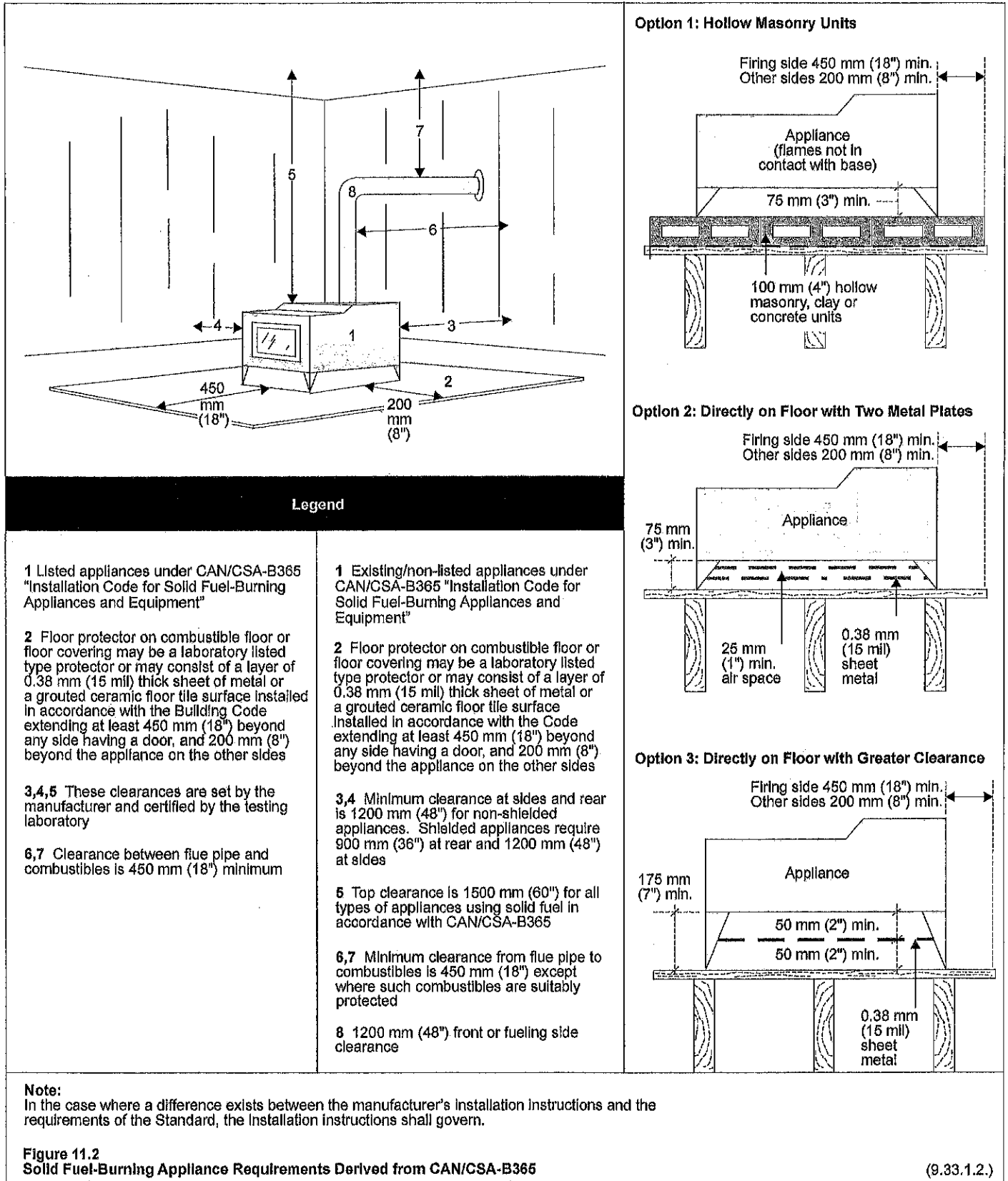
- Show total height of chimney and height of chimney above any construction (i.e. roof) within 10 feet of the chimney.

4) **Product Specifications**

- Provide manufacturers specification and installation literature for the appliance.
- Provide manufacturers specification and installation literature for the chimney.
- Provide other product specifications/literature, such as manufactured heat shields.

**General Notes:**

- 1) The permit application shall include 2 complete sets of fully dimensioned construction drawings. A non-refundable application fee of \$75.00, and a permit fee of \$100 shall accompany the application for permit.
- 2) All drawings and specifications are to be project specific.
- 3) All drawings are to be drawn to scale. The scale shall be noted on the drawings.
- 4) Required inspections are noted on the Mandatory Inspection Report. Inspections will be conducted within 2 business days from receipt of notice. Inspections will only be conducted on the assigned days.
- 5) Any changes to the approved plans must be reviewed by the Building Department prior to commencement of construction.
- 6) A WETT certification shall be obtained for all installations and submitted to the Building Inspector at the time of final inspection, after which the permit shall be deemed closed.



**INSTALLATION CLEARANCES FOR UNCERTIFIED STOVES**

	Minimum Clearance, mm (inches)		
	Top	Sides, rear, corner	Fuelling & ash removal side
Appliances with no shielding	1500 (60)	1200 (48)	1200 (48)
Appliances with shielding	1500 (60)	900 (36)	1200 (48)

Shielding consists of protection such as external jacketing or metal heat shield attached to the sides and rear of the appliance and spaced out at least 50mm (2") by non-combustible spacers, with provision for air circulation at the bottom and top. "Clearances" are measured from the outer surface of the appliance to combustible material.

**REDUCING MINIMUM CLEARANCES WITH SHIELDING**

Type of Protection (shield)	Clearances reduced by these percentages	
	Sides & rear	Top
Sheet metal, a minimum of 29 guage in thickness, spaced out at least 21mm (7/8") by non-combustible spacers.	67%	50%
Ceramic tiles, or equivalent non-combustible material on non-combustible supports spaced out at least 21mm (7/8") by non-combustible spacers	50%	33%
Ceramic tiles, or equivalent non-combustible material on non-combustible supports with a minimum 29 guage sheet metal backing spaced out at least 21mm(7/8") by non-combustible spacers	67%	50%
Brick spaced out at least 21mm(7/8") by non-combustible spacers	50%	N/A
Brick with minimum of 29 guage sheet metal backing spaced out at least 21mm(7/8") by non-combustible spacers	67%	N/A

Heat Shield Construction Rules

- Minimum space between shield and combustibles: 21mm (7/8").
- Minimum clearance along the bottom of the shield: 25mm (1")
- Maximum clearance along the bottom of the shield: 75mm (3")
- Minimum clearance along the top of the shield at the ceiling: 75mm (3")
- Shield extension beyond each side of appliance: 450mm (18")
- Shield extension above appliance: 500mm (20")