Building an Addition Information Guide and Process

Drawing requirements for a building permit application

a. Site Plan
   i. Floor Plans
   ii. Elevations
   iii. Wall Sections / Details (as required)
   iv. Schedule 1 – Designer Form
   v. Energy Efficiency Design Summary
b. Construction Drawings
   i. Floor Plans
   ii. Elevations
   iii. Wall Sections / Details (as required)
   iv. Schedule 1 – Designer Form
   v. Energy Efficiency Design Summary
   c. Heat Loss/ Heat Gain Calculations (if the addition is 25% or more of the existing building’s heated area)
d. Truss Layout drawings (if applicable)
e. Pre-engineered floor joist layout drawings (if applicable)

Note: Drawings must be completed by the listed homeowner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

Site Plan or copy of Property Survey

- Existing building / structures location
- Proposed Addition location
- Property boundaries

Floor Plans (including foundation plan)

- Drawn to scale (3/16” = 1’-0” (1:75) minimum scale)
- Note all structural elements such as joists, rafters, beams, columns, lintels, and footing pad sizes
- Window/door locations and sizes
- Room names including finished basements
- Stair location and direction, cabinet and fixtures
- Show Smoke Alarm and Carbon Monoxide Detector
- Dimensions of interior and exterior including overall dimensions
- Provide floor area totals in square feet for each level including basement
- Deck plan and guard details (if applicable)

Elevations (all sides surrounding addition)

- Drawn to scale (3/16” = 1’-0” (1:75) minimum scale)
- Show size and location of existing window and door openings
- Label wall cladding and roofing material
- Show finished grade
- Show footing and foundations below grade (broken lines) including steps in foundation

Wall Sections / Details (Cross-Section)

- Show materials to be used on section
- Provide construction notes for:
  - exterior wall,
  - all floors,
  - roof / ceiling,
  - footings and foundation,
  - weeping tile and damp proofing
- Locate finished grade, dimension grade to exterior cladding
- Dimensions for all floor heights
- Details
  - Provide details on items that are not typical and /or to clarify construction
  - Examples – plan view for unique stair, guards, deck connection to house, section of cathedral / vaulted ceiling

Date Modified January 31, 2020
Where to apply for a building permit
Apply online at www.kitchener.ca/onlinepermits or bring all required drawings to the 5th floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario.

Office hours
Monday to Friday 8:30am - 5:00pm

Cost of building permit
Please see our fee schedule online for our current building permit rates. There is an additional charge of $250.00, which is refunded automatically after the final building inspection has been passed. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

Time
Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

Typical Required Building Inspections
Building inspections are booked through our automated phone system or online. Please schedule in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include:
- Excavation/Footing inspection
- Foundation pre-backfill inspection
- Underground rough-in inspection (plumbing)
- Above ground rough-in inspection (plumbing)
- Structural Wood Frame inspection
- HVAC rough-in (supply and return air ducts)
- Insulation (and vapor barrier)
- Air barrier
- HVAC final inspection
- Final plumbing inspection
- Occupancy only inspection
- Final building inspection

Important Numbers to know
- Ontario One Call (natural gas, sewer and water lines, KW Hydro, Rogers Cable and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Don’t Forget
- Build Safe
- Please construct between 7am and 7pm

Any Questions?
Phone: 519-741-2433
Email: building@kitchener.ca
Web: www.kitchener.ca/building

Date Modified Aug 18, 2017
Residential Building Permit Process

This permit process is for miscellaneous permits for houses including but not limited to:
- Accessory structure
- Solar Panels
- Plumbing Permits
- Load bearing wall removals
- Duplex conversions
- Interior finish
- Additions
- Decks
- Carports

START

Does my project require a building permit?  
Visit Kitchener.ca/building

NO

Finish**

YES

Submit complete building permit application & drawings  
Visit Kitchener.ca/building or apply in person

Permit Fees collected ***

Applicant to submit revised plans and/or documents to plans examiner

Receive a status letter listing building code and applicable law deficiencies

NOT APPROVED

Permit will be reviewed by the plans examiner (initial review 10 business day max.)

APPROVED

Permit Issued ***

Book Pre-Construction Meeting (Optional)*

Start Construction

Schedule required Inspections*

Are you making design changes?

YES

Contact your building inspector

NO

Required to provide revised drawings to be reviewed by the plans examiner?  
(Additional Fees apply)

* See building permit for applicable inspections. To request a building inspection call (519)741-2761 or login to your online account.

** Ensure compliance with all applicable laws and/or by-laws.

*** Fees may be collected at permit issuance if applied for online.

FINISH

Permit Closed