



## Interior Alterations or Basement Finishing Information Guide and Process

### Drawing requirements for a building permit application

1. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
  - a. Plan view
    - Window/door sizes
    - Room names
    - Kitchen/bathroom layout
    - Stair, furnace, etc. location
    - New wall construction
    - New beam sizes and supports
    - Location of existing ducting or overhead beams
    - Ceiling height

**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.

### Where to apply for a building permit

Apply online at [www.kitchener.ca/onlinepermits](http://www.kitchener.ca/onlinepermits) or bring all required drawings to the 5<sup>th</sup> floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario. Our office hours are 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;

- Structural Wood Frame inspection
- Above ground rough-in (plumbing)
- HVAC rough-in (supply and return air ducts)
- Insulation (and vapor barrier)
- HVAC Final
- Plumbing Final
- Final Building inspection

### Important Number to know

- 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](mailto:building@kitchener.ca)

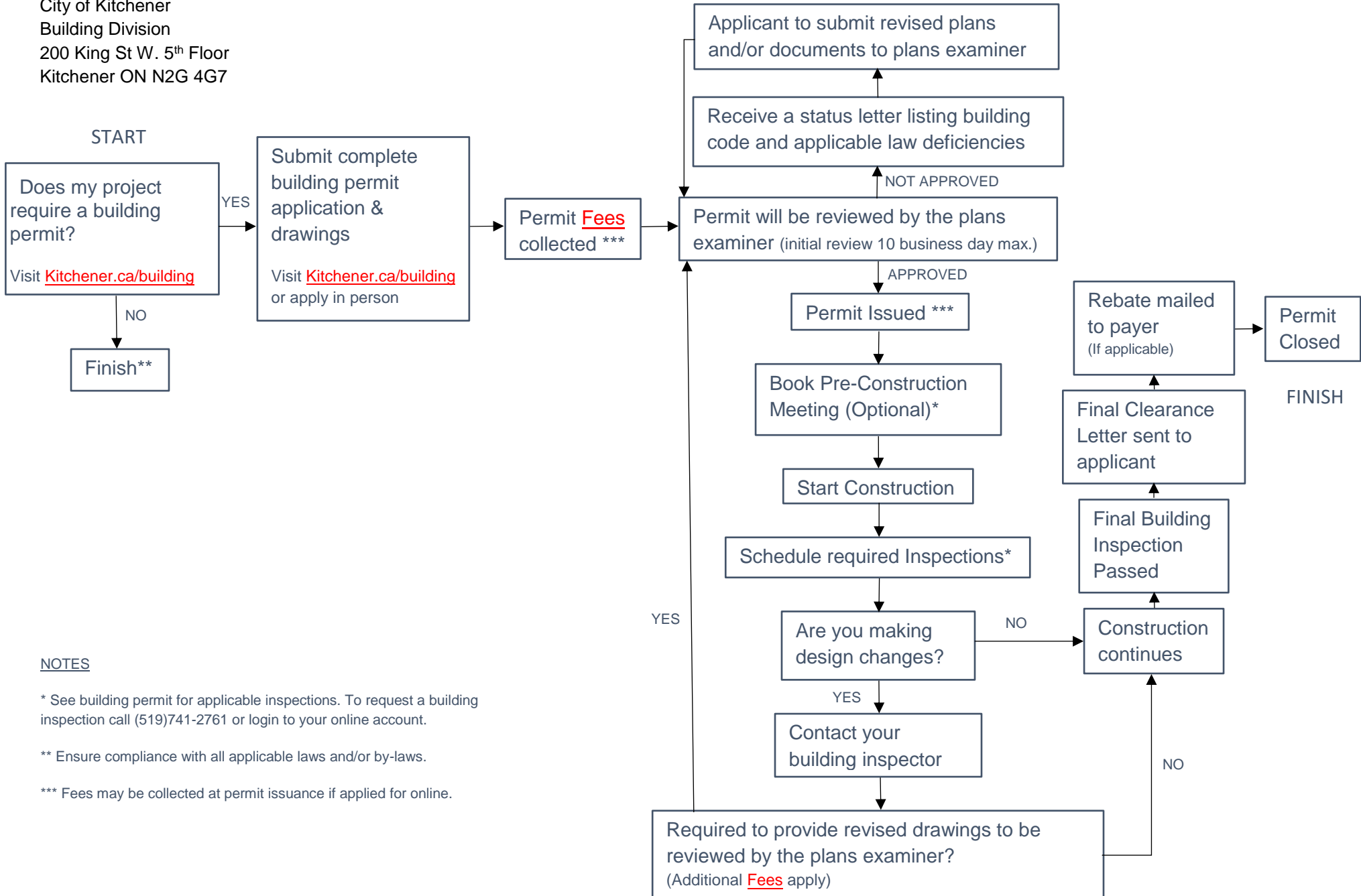
Web: [www.kitchener.ca/building](http://www.kitchener.ca/building)

# Residential Building Permit Process

This permit process is for miscellaneous permits for houses including but not limited to:

Accessory structure	Load bearing wall removals	Additions
Solar Panels	Duplex conversions	Decks
Plumbing Permits	Interior finish	Carports

City of Kitchener  
 Building Division  
 200 King St W. 5<sup>th</sup> Floor  
 Kitchener ON N2G 4G7



## NOTES

\* 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.