Removing a Load Bearing Wall Information Guide and Process
(Note this information applies to single detached dwellings only. Contact the Building Division for requirements for other building types.)

Drawing requirements for a building permit application
1. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
   a. Plan view (For the floor level where the wall is being removed)
      • Indicate direction of the existing floor joists span
      • New beam sizes and supports
      • Distance measured from the new beam to the next wall or beam that is supporting the floor joists (for each side of the beam)
   b. Plan view (For all floor levels above and below the floor where the wall is being removed)
      • Indicate direction of the existing floor joists span
      • Show all existing beams below the new posts from above and their sizes and post locations
      • Distance measured from the existing beam to the next wall or beam that is supporting the floor joists (for each side of the beam)

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
To apply for a building permit please bring all required drawings to the 5th 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 call in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include:
• Excavation / Footing (if applicable)
• Structural Wood Frame inspection
• Final Building inspection

Important Number to know
• Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Don’t Forget
• Build Safe
• Use power tools with caution
• Store construction materials safely
• Take your time; there is no prize for finishing early
• 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?

YES

Submit complete building permit application & drawings

Visit Kitchener.ca/building

NO

Finish**

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)

Rebate mailed to payer (If applicable)

Final Clearance Letter sent to applicant

Construction continues

Final Building Inspection Passed

Permit Closed

FINISH

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.