Building a Carport Information Guide and Process

When is a building permit required for a carport?
- When a carport (new or replacement) is 108ft² in size or greater, or
- When the carport is attached to another structure (typically a house)

Drawing requirements for a building permit application
1. A copy of the property survey of your lot.
   a. Please draw on location of the carport
2. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
   a. Plan view
      - Window/door sizes
      - Floor, wall and roof construction
      - Connection to existing structure (only if attached)
   b. Side views (front and side)
      - Height of structure
      - Exterior materials

Note: For any structure that exceeds 592ft² or attached to the house, the 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 or 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 for carport permits, 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.

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 - prior to the concrete being poured
- Structural Wood Frame inspection - once the framing is complete
- Final Building inspection - when the carport is complete

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
- Store construction materials safely
- Keep construction site clean, cover any/all holes or fence off site
- 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

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

START

Does my project require a building permit?
Visit Kitchener.ca/building or apply in person

YES

Submit complete building permit application & drawings
Visit Kitchener.ca/building

Permit Fees collected ***

NOT APPROVED

Receive a status letter listing building code and applicable law deficiencies

APPROVED

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

Permit Issued ***

Book Pre-Construction Meeting (Optional)*

Start Construction

Schedule required Inspections*

NOT APPROVED

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)

FINISH

Finish**

NO

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

Final Building Inspection Passed

Rebate mailed to payer (If applicable)

Final Clearance Letter sent to applicant

Permit Closed

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.