Interior Alterations or Basement Finishing Information Guide and Process

Required, forms, documents and drawings:
1. Application form
2. Schedule 1 designer form complete by the homeowner or BCIN designer
3. Project Information: Residential form
4. Drawings: Plan view showing: (hand drawn or computer drawn to scale and dimensioned)
   - 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 or email: building@kitchener.ca to request an in-person appointment.

Permit Fees:
Permit fee: $0.37 per square foot of finished space (2021 rate) or $95 (minimum)
Rebate fee: $250.00 (refunded automatically after the final building inspection has been passed)
Staff will provide an invoice and payment options prior to permit issuance. Fees include the review of drawings, the building permit and the building inspections.

Estimated review time
Once a complete permit application is received the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections
Inspections are required after your permit has been issued. Once you have your issued permit inspections can be booked through our automated phone system or online. See issued permit for detailed instructions. Required inspections will be listed on your issued permit and will include but are not limited to:
- Structural Wood Frame inspection
- HVAC rough-in (supply and return air ducts)
- HVAC Final
- Final Building inspection
- Above ground rough-in (plumbing)
- Insulation (and vapor barrier)
- Plumbing Final

Important Numbers to know
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)
- Build Safe and please construct between 7am and 7pm

Any Questions?
Phone: 519-741-2312
Email: building@kitchener.ca Web: 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
- Solar Panels
- Duplex conversions
- Plumbing Permits
- 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

YES

Submit complete building permit application & drawings

Visit Kitchener.ca/building or apply in person

Permit Fees collected ***

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)

YES

NO

Are you making design changes?

YES

Final Clearance Letter sent to applicant

FINISH

Construction continues

Final Building Inspection Passed

Rebate mailed to payer (If applicable)

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.