



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:

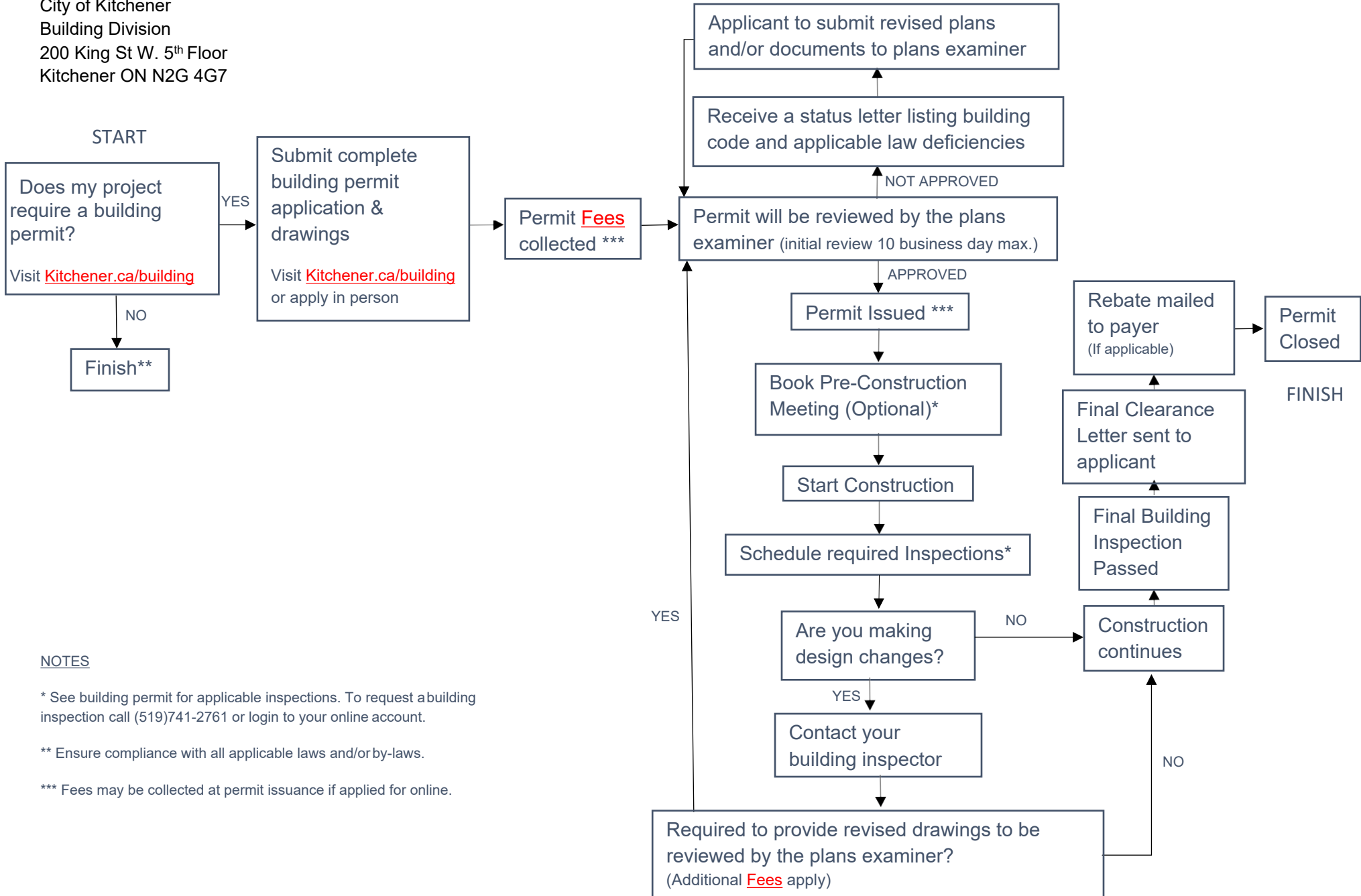
www.kitchener.ca/building

Residential Building Permit Process

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

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

City of Kitchener
 Building Division
 200 King St W. 5th 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.