



DEVELOPMENT SERVICES DEPARTMENT

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ATTENTION RESIDENTIAL HVAC CONTRACTORS

Building permits required to change heating systems

Please be advised that effective **immediately** the City of Kitchener will require that a building permit be obtained to change the heating system in small residential buildings such as, houses, townhouses, duplexes, triplexes, etc.

Example: A house with existing electric baseboard heating being removed and replaced with a forced air gas heating system and associated ducting, or vice versa.

This is a requirement of the Ontario Building Code as it is an alteration to the existing building systems. Verification of ventilation, ducting, ceiling heights, appropriately sized equipment, etc. is required to ensure there is no reduction in performance level of the existing building and the new installation conforms to the Building Code requirements.

These HVAC permits will typically be issued on the spot, provided the application is complete. Construction drawings will not be required, however heat loss / heat gain calculations prepared by a Qualified Designer (BCIN) or Professional Engineer will be required to confirm the sizing requirements of the proposed heating equipment. Inspections will be required during construction and when complete.

The City of Kitchener will **not** require a permit for the replacement of an existing forced-air furnace with no ductwork alterations, or replacement of existing electric baseboard heaters with new electric baseboard heaters.

There is no change for larger scale projects, building permits are required for alterations to the heating system. The larger types of projects will still require drawings.

As always thank you for your cooperation and if you have any questions please contact;

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