



Interior Alterations or Basement Finishing Information Guide and Process

Drawing requirements for a building permit application

1. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
 - a. Plan view
 - 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 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 schedule in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include;

- Structural Wood Frame inspection
- Above ground rough-in (plumbing)
- HVAC rough-in (supply and return air ducts)
- Insulation (and vapor barrier)
- HVAC Final
- Plumbing Final
- Final Building inspection

Important Number to know

- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Don't Forget

- Build Safe
- Please construct between 7am and 7pm

Any Questions?

Phone: 519-741-2433

Email: building@kitchener.ca

Web: www.kitchener.ca/building