



Removing a Load Bearing Wall Information Guide and Process

(Note this information applies to single detached dwellings only. Contact the Building Division for requirements for other building types.)

Drawing requirements for a building permit application

1. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
 - a. Plan view (For the floor level where the wall is being removed)
 - Indicate direction of the existing floor joists span
 - New beam sizes and supports
 - Distance measured from the new beam to the next wall or beam that is supporting the floor joists (for each side of the beam)
 - b. Plan view (For all floor levels above and below the floor where the wall is being removed)
 - Indicate direction of the existing floor joists span
 - Show all existing beams below the new posts from above and their sizes and post locations
 - Distance measured from the existing beam to the next wall or beam that is supporting the floor joists (for each side of the beam)

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

To apply for a building permit please 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 call in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include;

- Excavation / Footing (if applicable)
- Structural Wood Frame inspection
- Final Building inspection

Important Number to know

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

Don't Forget

- Build Safe
- Use power tools with caution
- Store construction materials safely
- Take your time; there is no prize for finishing early
- Please construct between 7am and 7pm

Any Questions?

Phone: 519-741-2433

Email: building@kitchener.ca

Web: www.kitchener.ca/building