



## 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)

### Required, forms, documents and drawings:

1. Application form
2. Project Information: Residential form
3. Schedule 1 form completed by the homeowner or BCIN designer
4. Drawings that are hand drawn or computer drawn to scale and dimensioned showing:
  - 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 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)
5. If installing an LVL beam an engineered software or a report stamped by an engineer is required

**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](http://www.kitchener.ca/onlinepermits) or email: [building@kitchener.ca](mailto:building@kitchener.ca) to request an in-person appointment.

### Permit Fees:

Permit fee: \$95 (2021 rate)

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 made 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;

- Excavation / Footing
- Final Building inspection

### Tips and Important Numbers to know

- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)
- Build Safe and use power tools with caution
- Store construction materials safely
- Please construct between 7am and 7pm

### Any Questions?

Phone: 519-741-2312

Email: [building@kitchener.ca](mailto:building@kitchener.ca)

Web: [www.kitchener.ca/building](http://www.kitchener.ca/building)