

Apply for your *Building and Subtrade Permits* online through [myBuild | Rocky View County](#)

Building Permit Checklist for a Wood Stove or Wood Fireplace

Tips!

- *Woodstoves and Factory Built fireplaces shall conform to the following standards where applicable:*
 - CAN/ULC-S610 'Factory - Built Fireplaces'
 - CAN/ULC-S628 'Fireplace Inserts'
 - CAN/CSA-A405-M 'Design and Construction of Masonry Chimney and Fireplaces'
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Essential Items to Include

1. Contractor Information

- Provide **complete details** for all contractors, including:
 - Their **contact information** (name, phone number, and email).
 - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

2. Property Owner Information

- Ensure that the owner information matches the **official land title records**.
- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

3. Digital Document Requirements

- All submitted documents must meet these standards:
 - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
 - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.
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Plans and Documentation

4. Building Plans

- Submit plans that include:
 - **Floor plan:** To indicate the location and clearances around the wood stove.
 - **Wood Stove/Fireplace Specifications:** Include manufacturer specifications for wood stoves, wood-burning fireplaces, or solid fuel-burning appliances with the permit application.
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Key Notes

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit www.rockyview.ca/building for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.