Wood Burning Fireplace Permit Checklist

Before you Apply:
- Visit Calgary.ca/fireplaces to find more information on rules and requirements for your project.
- For help with your drawings visit Calgary.ca/drawingstandards for tips and examples
- To estimate your permit fee, visit Calgary.ca/alterationscalculator
- Please do not include personal information on plans

Section 1: Minimum Application Requirements

☐ A. Completed Application Form

☐ B. Provide 1 scope of work statement
Your scope of work should include the following:
- Address
- Description of overall project
- Location of the wood burning fireplace

Tip: If installing a gas fireplace you will need to hire a licensed contractor

☐ C. For a factory built fireplace provide the following:
- Make of the fireplace
- Model number of the fireplace
- The CSA, ULC or WHI approval number for the fireplace

Section 2: Additional Requirements, only applicable if you answer yes to the following question

Note: The below questions may not cover all scenarios where an additional permit for land use approval may be required. A Planning Services Technician will help you during your visit to see if additional requirements and fees are needed.

1. Will the fireplace be located outside of and detached from the house? ☐ Yes ☐ No

☐ A. Provide 1 site plan
Your site plan should include the following:
- Address
- Property line
- Location of the fireplace
- Outline of the home and any other building on the property

Tip: You can use a real property report as your site plan.

Note: The Development Authority may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007).