

Solid Fuel Appliance Application Guide

Wood Stoves, Fireplace Inserts, Chimneys and Venting

A building permit is required when you wish to:

- install a wood burning appliance or fireplace insert
- install/replace a chimney and venting
- refer to tol.ca/building for guidelines on other projects requiring a permit

Application

Solid fuel building permit applications are now accepted online at tol.ca/buildingpermits. Submitting your application digitally is convenient and allows for a faster application process. If you require assistance with submitting your online application, please contact Permits, Licences and Inspections.

The applicant must provide:

- Building Permit application form, completed and signed
- Solid Fuel Appliance Application Checklist
- current title search (no older than 30 days prior to permit application)
- floor plan drawn to scale
- a copy of the manual for the unit
- Chimney Sweep Inspection Report completed by a WETT certified Chimney Sweep if installing an appliance that will use an existing chimney
- Agent Authorization Form (if applicable)

Drawings

All plans submitted must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and the bylaws of the Township. Drawings may be submitted in metric or imperial scale. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Floor Plan

- complete floor plan drawn to scale
- label all rooms
- clearly label proposed wood burning appliance
- indicate hearth size and the measurements from the adjacent walls

Additional Information

- New masonry chimneys, flues, fireplaces, solid fuel burning appliances and equipment must be constructed in conformance with the current BC Building Code.
- Appliances must have a permanent certification tag fastened to the unit by the manufacturer.
- The standard for the appliance or chimney is typically listed in the product information brochure supplied by the manufacturer.

Building permit application process

Once compliance with municipal bylaws and other enactments has been demonstrated, a building permit can be issued following receipt of payment of the appropriate fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- completeness of the application, including compliance with other bylaws and the current edition of the BC Building Code

Prior to issuance

Following the submission of the building permit application but prior to issuance, additional items or inspections may be required.

- contractor must obtain a valid business licence to work in the Township of Langley
- no work shall commence or be undertaken without first obtaining a permit from the Permits and Inspections Department

Inspections

The following activities must occur during the course of construction:

- inspections must be requested by the owner, builder, or agent
- all work being inspected must be complete and ready prior to inspection
- work must not proceed past any of the stages listed without prior clearance
- street address and permit card must be posted in a visible location on the site
- approved permit drawings are to be available on-site for all inspections
- final documentation must be submitted a minimum of 48 hours prior to final inspection

The Building Inspector will require access to any concealed spaces through which the fireplace or chimney passes, such as an attic (the owner must have a ladder available). If the chimney is boxed in, the Building Inspector may require that its complete length be exposed so it is visible for inspection on all sides.

No person may install a solid fuel appliance without a valid building permit. All solid fuel appliances must be installed by qualified personnel and require an accepted final inspection authorized in writing by the Building Inspector.

Last updated: January 2025