



Planning & Development Services

580 First Street SE
Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8374

Fax: 40.502.8038

pbe@medicinehat.ca

www.medicinehat.ca

Residential Building Permit Check List Solid Fuel Burning Fireplace or Stove

Project Name:		<i>Building Permit Label (completed internally)</i>
Project Address:		
Applicant:		
Applicant Address:		

The following items are required for plan review:		YES	N/A
1.0	Two copies of legible site plans – drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhang sizes.		
1.4	Not required if chimney extends through the existing roof attic.		
2.0	Two copies of construction drawings - drawn to scale and dimensioned		
2.1	Floor plan is required showing all rooms and uses for the storey where the stove/fireplace is proposed to be installed.		
2.2	Construction details where the chimney extends through exterior walls or roof/attic assemblies.		
2.3	Mantle height above fire chamber (if fireplace). Hearth height and extensions to sides and front of fire chamber or stove. Hearth finishes.		
2.4	Location of CO detector (permanently mounted) identified.		
2.5	Combustion air supply identified.		
2.6	Building envelope construction if required - including insulation RSI values, air and vapour barriers. Exterior cladding and flashings.		
3.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
3.1	Electrical permit, if required for electrical services.		
3.2	Gas Permit, if required for any gas connections (log lighter, etc).		
4.0	Additional documents		
4.1	Copy of manufacturer installation guide.		

Checklist must be completed by applicant prior to submittal.

Minor changes or notes on submitted plans may be in blue or black ink.

RED INK IS RESERVED FOR DEPARTMENT.

NOTE:

Any missing or incorrect information will delay the permit issuance.