

SOLID FUEL BURNING APPLIANCE PERMIT APPLICATION

Building Section - Development, Engineering, and Sustainability Department

105 Seymour Street, Kamloops, BC, V2C 2C6

P: 250-828-3554 | E: building@kamloops.ca

Project Address:					
Description of Project:				Est. Start Date:	
Applicant/Agent Information					
All builders/agents/contractors must have a current City of Kamloops business licence or an ICBL.					
Company Name: _____ Applicant/Agent: (if applicant is other than owner, signed agency agreement form is required) Contact Name: _____ Address: _____ Unit/House/Street City Province Postal Code Phone: _____ Email: _____					
☐ Agency Agreement Form			☐ Business Licence		
Property Owner: Company Name: _____ Contact Name: _____ Address: _____ Unit/House/Street City Province Postal Code Phone: _____ Email: _____					
Appliance Details					
Solid Fuel Appliance Value \$		☐ New		☐ Used	
Serial Number		Make		Model	
Type of Appliance or Fireplace	☐ Wood Stove	☐ Pellet Stove	☐ Factory-Built Fireplace	☐ Fireplace Insert	☐ Masonry Fireplace
Standard Number	☐ CSA		☐ UCL		☐ Warnock Hersey
Make-up Air/Combustion Air Location	☐ Built Into Unit		☐ Beside Unit		☐ Passive
Appliance Location	☐ Storey	☐ Room	☐ Wall		☐ Corner
Notes:	- Floor plan required showing the location of where in the dwelling the appliance is to be installed. - Appliance, chimney, and construction to comply with the BC Building Code. - Specification sheet showing output, installation instructions, and CSA or EPA certifications for the unit must be on site at the time of inspections. - All work must be carried out by qualified personnel in this field.				
Chimney Details					
All existing chimneys must be inspected by a Kamloops Building Official prior to a permit being issued to install an appliance. An inspection fee applies and must be paid prior to the inspection.					
For any existing chimney, a chimney sweep report completed by a WETT-certified chimney sweep must be provided at the time of inspection.					
Information Required					
A solid fuel appliance declaration must be completed by the installer for any installation of a wood-burning or other solid fuel appliance using an existing chimney, installing a new chimney or chimney liner. The declaration must include the installer's WETT certification number, the appliance's CSA number, and the condition and acceptability of the chimney and appliance installed. The installer must complete this declaration and make it available on site prior to calling for site inspections of the appliance or chimney.					

Please read and sign the back page



Owner/Applicant/Agent acknowledges:

1. I hereby apply for a building permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent bylaws whether the detailed information is contained herein or not, and that, if I am not the owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an agency agreement, by the owner as his/her owner's agent to act on his/her behalf.
2. If I am an owner of a partial interest in the property upon which the above construction is to be carried out, I hereby represent and warrant to the City of Kamloops that I have been duly authorized by each owner who holds an interest in the property to make this application on their behalf.
3. In consideration of the granting of the permission applied for, I/we hereby agree to indemnify and save harmless the City from any and all liabilities, damages, costs, claims, suits, or actions in connection with:
 - a) any breach, violation, or non-performance of any covenant, regulation, condition, or obligation in this permit agreement, set forth and contained on the part of the permittee, to be fulfilled, kept, observed or performed
 - b) any act or omission of the permittee, its agents, servants, or employees
 - c) any injury to any persons or damage to any property
4. I am aware that City of Kamloops records, including, but not limited to, permit applications and required supporting documents submitted by the owner/agent, may be requested and released in accordance with the British Columbia *Freedom of Information and Protection of Privacy Act*.
5. I recognize that within the boundaries of the City of Kamloops, there are areas of "problem soils" and that these are widely distributed as to location. I affirm that it is my responsibility as owner/agent to identify foundation conditions generally on which the intended construction is to be placed and take all action required to ensure the adequacy of the foundation

Please Print Name (owner/agent):	Signature (owner/agent): 
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Information collected on this form is done so under the authority of the *Freedom of Information and Protection of Privacy Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Privacy Officer at foi@kamloops.ca.

For Office Use Only: Building Official:	Folder(s): BP #:	Date/Entered By:
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See Part 25 of City of Kamloops *Building Regulation Bylaw No. 11-84, 2025*, for building permit application requirements.