

Ontario HVAC Permit Checklist

OBC 2024 · All Municipalities

Estimation & planning checklist only. A permit requires a BCIN-stamped CSA F280 report prepared by a qualified designer. Use this to confirm nothing is missing before you submit.

1. CORE HVAC DOCUMENTS (REQUIRED ON EVERY NEW HOME PERMIT)

- CSA F280 Heat Loss & Heat Gain Calculation** **REQUIRED**

Room-by-room heating and cooling loads using your municipality's correct design temperature. Must follow HRAI CSA F280-12 methodology. This is the document most often missing or wrong on first submission.
- BCIN Designer Stamp on Every Document** **REQUIRED**

Every page must show the designer's name, BCIN registration number, qualification identification number, and signature. An unstamped report is rejected on the spot.
- Schedule 1 — Designer Information Form** **REQUIRED**

Signed and stamped designer declaration confirming the qualified designer has reviewed and accepted responsibility for the design. Required on all residential permit applications in Ontario.
- HVAC Duct Layout Drawings** **REQUIRED**

Floor plan showing supply and return duct routing, register locations, and duct sizing. Must be consistent with the heat loss calculation outputs.
- Mechanical Ventilation Design Summary (MVDS)** **REQUIRED**

OBC 2024 mandatory form documenting HRV or ERV system selection, airflow rates, Sensible Recovery Efficiency (SRE), and SB-12 compliance path.

2. HRV / ERV VENTILATION DESIGN (MANDATORY OBC 2024)

- HRV or ERV Equipment Selection** **REQUIRED**

OBC 2024 requires mechanical ventilation in all new Ontario homes. Equipment must be selected to meet SRE requirements for your climate zone.
- SRE (Sensible Recovery Efficiency) Compliance** **REQUIRED**

Zone 6: minimum 55% SRE at -25°C for most paths. Zone 7 (Muskoka, Sudbury): 65% SRE at -25°C. Check your SB-12 compliance path — different paths have different requirements.
- Ventilation Airflow Documentation** **REQUIRED**

Supply and exhaust CFM documented room-by-room. Minimum ventilation rates per OBC Part 9.

3. DESIGN TEMPERATURE — THE MOST COMMON ERROR

- Correct Heating Design Temperature for Your Municipality** **REQUIRED**

Barrie: -24°C. Collingwood/Wasaga Beach/Midland/Tiny: -22°C. Huntsville/Bracebridge: -28°C. Ottawa: -24°C. Toronto: -18°C. Thunder Bay: -34°C. Using the wrong temp = rejected report. See the Ontario Design Temperature Reference Sheet for full list.

■ **Cooling Design Temperature (if cooling is included)** **REQUIRED**

Typically +30°C to +33°C depending on municipality. Required if cooling loads are calculated.

4. MUNICIPALITY-SPECIFIC REQUIREMENTS

■ **Confirm Permit Portal Before Submitting** **REQUIRED**

Oro-Medonte & Midland: Cloudpermit only. Wasaga Beach: CityView portal. Tiny Township: Cloudpermit. Barrie: counter or online. Wrong portal = wasted trip.

■ **Wasaga Beach: Road Occupation Permit** If applicable

Required for new single family dwellings, additions, and detached garages. Must be uploaded via CityView alongside building permit application.

■ **Oro-Medonte: Zoning Certificate First** If applicable

Township requires Zoning Certificate from Planning Division before building permit application. Contact planning@oro-medonte.ca. This step can add 5+ business days.

■ **Midland: Planning Review Before Building Review** If applicable

Planning Department review (up to 5 business days) occurs before Building Services reviews HVAC. Commission your HVAC package while planning is reviewing to avoid added delays.

■ **Tiny Township: ~1 Month Review From Complete Submission** If applicable

Missing documents reset the review clock. Also confirm SMDHU septic permit is in parallel process.

■ **Muskoka: Confirm Which Area Municipality** If applicable

District of Muskoka has 6 separate building departments. Submit to the municipality where the property is located — not to the District office.

5. ADDITIONAL SERVICES (IF APPLICABLE TO YOUR PROJECT)

■ **Cold-Climate Heat Pump Sizing Documentation** If applicable

If specifying a heat pump, capacity must be verified at -15°C and at your design temperature. Standard ASHPs should not be specified for municipalities with design temps below -20°C.

■ **Radiant / Hydronic Heating Design** If applicable

If radiant floor heating is specified: PEX loop layout, manifold sizing, and boiler/heat pump specification required. Supply temperature must match radiant system design.

■ **Schedule 2 — General Review** If applicable

Required when a project requires general review by an architect or professional engineer. Not typically required for standard Part 9 residential.

Quick Reference — Design Temperatures

Municipality	Design Temp	Climate Zone	Portal
Barrie	-24°C	Zone 6	Counter / online
Collingwood	-22°C	Zone 6	Counter / online
Wasaga Beach	-22°C	Zone 6	CityView
Midland	-22°C	Zone 6	Cloudpermit
Oro-Medonte	-24°C	Zone 6	Cloudpermit
Tiny Township	-22°C	Zone 6	Cloudpermit
Huntsville / Bracebridge	-28°C	Zone 7	Counter
Gravenhurst	-26°C	Zone 7	Counter
Ottawa	-24°C	Zone 6	Counter
Toronto	-18°C	Zone 5/6	Counter
Thunder Bay	-34°C	Zone 7	Counter