

Township of Leeds and Thousand Islands

BUILDING PERMIT APPLICATION GUIDELINES

This guide has been developed for reference and to assist with the completion of a Building Permit application. A Building Permit is required to be obtained under the Ontario Building Code to ensure that all development is constructed in a safe and sound manner. It is illegal to start work without a permit. Anyone who starts work without a building permit is in contravention of a municipal by-law and the Ontario Building Code Act, and would be subject to financial and legal consequences.

A municipal permit, certificate or license can not be issued for a proposed use of land or a proposed erection, alteration, enlargement, or use of any building or structure that is in contravention of any provision of a Zoning By-law or other applicable law.

Applicants are required to submit a separate application for each building to be constructed or demolished. If you are not sure if a building permit is required, please check with the Building Department prior to commencement of construction.

It is the responsibility of the owner and the builder to obtain the building permit or demolition permit before work commences. The applicant must be the owner of a building or property or, a person authorized in writing by the owner to apply for a permit on the owner's behalf. This is the same for any application. **THERE ARE SERIOUS FINANCIAL AND LEGAL CONSEQUENCES TO BUILDING WITHOUT A PERMIT.**

There are many circumstances where a building permit is required . . . check with your building department to be sure.

A building permit is not required for a detached accessory building that is 10 square meters (108 square feet) in area or less. For example, even a treehouse would require a **building permit**, if over 10 sq. metres. **Zoning By-laws** must be adhered to whether or not a building permit is required. All structures fall under the Zoning By-law. Please check with the planning department to determine the minimum setbacks for all structures before you begin construction.

HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?

The time required for the processing of a building permit application varies in accordance with:

- quality and completeness of the submitted plans
- the proper qualifications of the designer (BCIN) based on the project
- degree of compliance of the plans with applicable Regulations
- current workload of staff
- The average turn around time is 10 working days

PERMITS AND TYPES OF APPROVAL

Common permits and approvals that may be required when construction or alteration is proposed: Building Permit; Demolition Permit; Pool Permit; Zoning Approval; Minor Variance; Site Plan Control Approval; Subdivision Approval; Zoning By-law Amendment; Official Plan Amendment; Cataraqui Region Conservation Authority Permit; Department of Fisheries & Oceans Permit; St. Lawrence Park Commission Permit; etc.

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BUILDING PERMITS ARE TYPICALLY REQUIRED FOR THE FOLLOWING:

- New buildings (over 10 square meters)
- Additions
- Renovations
- Demolitions
- Relocating a Building
- Prefabricated structures
- Mobile homes and park model trailers
- Plumbing systems
- HVAC systems
- Structures designated under Section 2.1.2. of the building Code
- Communication towers
- Pedestrian bridges
- Retaining walls
- Solar collectors over 5 square meters
- Exterior storage tanks
- Miscellaneous residential (fireplaces, woodstoves, pellet stoves, pools, decks, solariums, outdoor furnace, etc.)
- Temporary structures over 10 sq. metres, (these include portable garages, winter shelters, tents, (over 30 square meters), etc.)

BUILDING PERMIT REQUIREMENTS - TO BE SUBMITTED AT TIME OF APPLICATION

- 1. APPLICATION FORM** – the most current township building permit application form must be complete and submitted by the owner or an authorized agent. Check www.townshipleeds.on.ca for the current application form. A complete application must be submitted with all applicable permits and documents or application will be returned.
- 2. REQUIRED PLANS**

Two complete sets of plans/drawings to scale including - Foundation Plan, Floor Plan, Elevations, Cross-Section and any other plans required by Chief Building Official.

Plot Plan - indicating property boundaries, dimensions and area of all structures, distances of existing and proposed structures from all boundaries and if applicable from any water body, existing right-of-way, easements for all exterior projects.
- 3. OTHER PERMITS THAT MAY BE REQUIRED**
 - a) Septic Permit
 - b) Entrance Permit
 - c) Ministry of the Environment Approval - if applicable
 - d) Ministry of Natural Resources Approval – if applicable
 - e) Department of Fisheries Ocean - if applicable
 - f) Ministry of Agriculture and Food Approval - if applicable
 - g) Cataraqui Conservation Authority Approval - if applicable
 - h) Parks Canada Approval - if applicable
 - i) St. Lawrence Park Commission – if applicable
 - j) Township Planning Approval – if ZONING is not met, PLANNING approval is required.
- 4. OTHER DOCUMENTS THAT MAY BE REQUIRED**
 - a) Copy of Registered Deed
 - b) Registered Survey of Property

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- c) Ontario New Home Warranty Declaration
- d) Heat loss/Heat gain calculations (By HRAI and BCIN qualified designer)
- e) HRAI certified design for HRV units (ventilation systems) duct layout and sizing.
- f) P.Eng. Truss and Joist design to be stamped by a Professional Engineer
- g) Solid Fuel Burning devices and Factory built Chimney (ULC listing needed)

5. PROCESS

- a) When all information is received it will be reviewed by the Building Department
- b) A letter will be prepared indicating any deficiencies or missing information
- c) If all information is complete and the application does not contravene any applicable law, act or code, a permit will be issued
- d) A calculation of project value will be completed by this department to determine the building fee

6. DURING CONSTRUCTION

- a) The Building Permit shall be posted in a visible place facing the traveled road
- b) One copy of the approved plans must be on site and available for the inspector
- c) Notify the Building department (1-800-313-6444) of inspection request ONLY after construction phase complete. The inspection will take place anytime from the notification up to 48 hrs; not including the day called or when office closed. Special inspection arrangements must be made directly with the inspector.
- d) Notify Building Department of any proposed changes to your building plans. All structural changes will require approval prior to construction

8. OCCUPANCY REQUIREMENTS

- a) Ten (10) days notice must be given to the building department prior to the occupancy of a building
- b) An inspection will be done, once approved, an occupancy permit will be issued provided that the following approvals have been obtained, examples are; final from Septic Inspector, Well Certificate, Potable Water Report, Final on Entrance if culvert required, Hydro final inspection, plumbing form, compliance letter from mechanical and heating contractor, HRV Balance Test Report, any outstanding engineering reports must be addressed as well as any outstanding orders

9. OTHER ISSUES REGARDING NEW CONSTRUCTION

- a) Civic Address numbers will be assigned for new homes by the Chief Building Official
- b) Hydro Permit required through Ontario Power Corporation
- c) Notice of project form (Ontario Ministry of Labour), WSIB coverage
- d) The owner should secure insurance for the protection of fire, theft and liability

NO BUILDING PERMIT WILL BE ISSUED UNLESS THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE SATISFACTION OF THE CHIEF BUILDING OFFICIAL

INSPECTIONS ARE CARRIED OUT TO ENSURE THE FOLLOWING

- That building permits are obtained;
- That construction is in accordance with the Ontario Building Code, and other applicable law;
- That construction is in accordance with approved plans;
- That Occupancy Permits are obtained;
- That any required architects or engineers carry out their duties; and
- That the building is safe, durable, and weather resistant for the owner of the building, tenant and future purchasers.

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INSPECTIONS REQUIRED – Some inspections can be combined

- a) Site
- b) Soil
- c) Footing Framing pre-pour
- d) ICF Foundation pre-pour and before every course thereafter
- e) Foundation pre-backfill
- f) In-floor heating (hydronics) pre-pour
- g) Plumbing rough-in basement pre-pour
- h) Framing
- i) Plumbing rough-in
- j) HVAC rough-in
- k) Mechanical systems
- l) Woodstove/Fireplace Chimney rough-in
- m) Insulation and Vapour barrier, prior to drywall placement
- n) Pool - initial and final
- o) Pre-occupancy or use of appliance
- p) Final

The process of applying for a building permit has become much more regulated since 2005. Ontario Regulation Bill 124 placed new requirements on municipalities, designers, and professional engineers. Contractors and Owner/Builders are now required to provide more information to obtain a building permit. In addition, a new building code came into effect January 2007 with over 700 changes. Building departments must provide information to several other agencies which includes: Municipal Property Assessment Corporation, Statistics Canada, Bell, Hydro, 9-1-1, Leeds Grenville County, Fire Dispatch, and others. We would like to make your experience with us as pleasant as possible. Inquiries regarding property information or building projects should be by fax 613-928-3116 or e-mail us at lyndhurst@townshipleeds.on.ca. We will try to respond within 48 hours.

The Township assumes no responsibility for errors, omissions or changes to the information provided in this guide. If you have any questions, contact the Township Planning and Building Department at 1-800-313-6444 or 613-928-2423 or lyndhurst@townshipleeds.on.ca.

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Director Planning & Development

Ashley Henderson
Chief Building Official
BCIN 33421

ARE YOU AT RISK

FOAM TYPE INSULATIONS ARE HIGHLY FLAMMABLE AND TOXIC. IT MUST BE COVERED WITH A PROTECTIVE COVERING – IT IS DEADLY

WOOD BURNING APPLIANCES AND CHIMNEYS INSTALLED WITHOUT A BUILDING PERMIT COULD VOID YOUR INSURANCE

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PHONE (613) 928-2423; 1-800-313-6444 Fax (613) 928-3116

THIS PAGE CAN BE DETACHED FROM YOUR APPLICATION AND KEPT FOR REFERENCE

BELOW IS A PARTIAL LISTING OF AGENCIES FROM WHICH PRE-APPROVALS ARE OFTEN REQUIRED WITH RESPECT TO OBTAINING A BUILDING PERMIT.

SEWAGE APPROVAL: LEEDS AND GRENVILLE DISTRICT HEALTH UNIT (613) 345-5685

ENTRANCE APPROVAL: COUNTY ROAD (613) 659-3862
MUNICIPAL ROAD (613) 659-2304
PROVINCIAL ROAD (613) 544-2220

SAINT LAWRENCE PARKS COMMISSION (613) 543-3704
(HAS JURISDICTION ALONG 1000 ISLANDS PARKWAY PLUS 15 METRES)

THE CONSTRUCTION OF MARINE FACILITIES SUCH AS DOCKS AND BOATHOUSES AND OTHER PROJECTS THAT INVOLVE WORK ALONG THE SHORELINE OR WITHIN 50 METRES OF A WATERBODY SHORELINE MAY REQUIRE APPROVAL FROM THE FOLLOWING: (CHECK FIRST)

CATARAQUI REGION CONSERVATION AUTHORITY (613) 546-4228

CANADIAN COAST GUARD (Prescott) (613) 925-2865

BUILDING PERMITS ARE REQUIRED FOR THE CONSTRUCTION OF BOATHOUSES AND BOATPORTS AND IN ADDITION TO THE AFOREMENTIONED APPROVAL AGENCIES, RESPECTING THE CONSTRUCTION OF MARINE FACILITIES, SUCH PROJECTS ALSO REQUIRE ZONING APPROVAL.

BUILDING PERMITS ARE NOT REQUIRED FOR DOCKS. HOWEVER, IN ADDITION TO THE AFOREMENTIONED APPROVAL AGENCIES RESPECTING MARINE FACILITIES, ZONING APPROVAL IS REQUIRED.

OTHER TELEPHONE NUMBERS THAT MAY PROVE USEFUL ARE AS FOLLOWS:

MINISTRY OF THE ENVIRONMENT (MOE) (613) 546-1705

MINISTRY OF NATURAL RESOURCES (MNR) (613) 258-8204

DEPARTMENT OF FISHERIES AND OCEANS (DFO) (613) 969-3921

ELECTRICAL SAFETY AUTHORITY (ESA) 1-877-372-7233

HYDRO ONE (clearance to easements/overhead lines) 1-888-664-9376

MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC) (613) 342-8242

ONTARIO NEW HOME WARRANTY PROGRAM (TARION) 1-877-982-7466
(416) 229-9200

ACCESSORY STRUCTURES SUCH AS STORAGE/GARDEN SHEDS (CONTAINING NO PLUMBING FIXTURES) THAT ARE LESS THAN 108 SQUARE FEET IN AREA WILL NOT REQUIRE A BUILDING PERMIT, HOWEVER, A BUILDING LOCATION DRAWING (SITE PLAN) MUST BE SUBMITTED TO THE PLANNING OFFICE IN ORDER TO DETERMINE IF THE PROPOSED PROJECT WILL COMPLY WITH APPLICABLE ZONING REGULATIONS.