



**Township of Leeds & the Thousand Islands
Planning & Development Department**

Occupancy Requirements for Houses

**Building Components Required for Occupancy of a House¹
(effective Jan. 1, 2012)**

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| (a) Structure substantially completed and ready to be used for its intended purpose |
| (b) Building envelope substantially completed (cladding, roofing, windows, doors, assemblies requiring fire resistance ratings, closures, insulation, vapour barriers and air barriers) |
| (c) Insulation and vapour barrier protected from mechanical damage where required |
| (d) Required electrical supply is provided |
| (e) Required fire fighting access routes have been provided and are accessible |
| (f) (i) Required exits, floor access and egress systems, handrails, guards, smoke alarms, carbon monoxide detectors, fire separations and fire stopping components and systems are completed and operational |
| (ii) Required exhaust fume barriers and self-closing devices on doors between attached or built-in garage and the dwelling unit are completed and operational |
| (iii) Water supply, sewage disposal, lighting and heating systems are completed and operational |
| (g) The water system, building drain, building sewer, drainage system and venting system are completed, operational and tested |
| (h) Required plumbing fixtures are substantially completed and operational |
| (i) Radon venting requirements for designated municipalities |

Note 1: Houses are residential dwelling units in a detached, semi-detached or townhouse form where no unit is above another unit, and each unit has its own exit facility.

A house cannot be occupied without an Occupancy Permit being issued, and no Occupancy Permit will be issued unless all of the above requirements have been satisfied.

**ADVISE MUNICIPAL TAX DEPARTMENT OF ADDRESS CHANGE UPON OCCUPANCY
OF HOUSE**



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Documents Required for Issuance of Final Permit

Required Documents		Date Provided to Township
Electrical Safety Authority (ESA)	ESA final inspection certificate required for all electrical work	
Health Unit	Sewage system completion certificate required for new systems or alterations to existing systems	
Heat Recovery Ventilator (HRV)	HRV balance report signed by contractor. Contractor must have Level 1 HRAI Certification	
HVAC	HVAC design & heat loss/heat gain calculations required	
Truss Plans	Engineered truss plans required (if applicable)	
Floor Joist Plans	Engineered floor joist plans required (if applicable)	
Laminated Veneer Lumber (LVL) Details	LVL details required (if applicable)	

The Final Permit can not be issued unless all of the above applicable documents have been provided to the Township.