



Township of
Leeds and the
Thousand Islands

Demolition

Building Permit Application and Information Guide

Municipal Office

1233 Prince Street
P.O. Box 280
Lansdowne, Ontario
K0E 1L0
Phone: 613-659-2415
www.leeds1000islands.ca

Office Hours

Mon – Fri 9:00 am – 4:30 pm

Inspections

[buildinginspections@
townshipleeds.on.ca](mailto:buildinginspections@townshipleeds.on.ca)

General Inquiries and Application Submission

Building Assistant
Ext. 206
[buildingassistant@
townshipleeds.on.ca](mailto:buildingassistant@townshipleeds.on.ca)

Building Code Inquires

Chief Building Official
Ext. 210
cbo@townshipleeds.on.ca

Building Permit Application Checklist

Items Required for a Complete Building Application Submission

- Complete Application
- Copy of Deed (if not listed as owner on file)
- Plot plan showing the location of the structure to be demolished
- Demolition affidavit (attached)
- Engineers design of Part 3 building demolitions (Buildings larger than 600m²)
- Pay all applicable fees according to the fees bylaw (attached)

Schedule A to By-law Number 22-050

**Schedule "C" To By-Law 21-061, As Amended
Fees for Building Permits**

Type of Construction	Value	Proposed Amendment	2022 Fee
Deposits			
Non-Refundable Administration fee to file a building permit application (to be applied to permit fee if building permit is issued)	Value of Construction less than \$30,000	\$150	\$140
	Value of Construction \$30,000 or greater	\$500	\$500
Annual Permit Renewal (Including Septic)		\$150	\$120
Change of Use Permit	Flat Fee	\$215	\$215
Transfer Permit (no change in original plans)		\$150	\$140
Demolition Permit		\$150	\$140
Temporary Tents	Flat Fee	\$150	\$140
Conditional Building Permits			
Administration Fee: to cover legal fees for agreement	10% of the required permit fee in addition to regular permit fee for construction, plus registration costs for agreement where required		
Securities for Conditional Building Permits			
Residential	5% of estimated cost of Construction \$15,000 max		
Commercial	10% of estimated cost of Construction		
Commercial , Industrial, Institutional	Per \$1,000 of value, minimum \$150	\$18.80	\$18.80
Agricultural Building	Per \$1,000 of value, Minimum \$150	\$12.40	\$12.40
Residential (including renovations, building additions and decks)	Per \$1,000 of value, Minimum \$150	\$17.55	\$17.55
Accessory residential buildings/structures	Per \$1,000 of value, Minimum \$150	\$15.50	\$15.50
Swimming pools above ground/in-ground	Flat fee plus deck	\$150	\$140

Schedule A to By-law Number 22-050

Schedule "C" To By-Law 21-061, As Amended Fees for Building Permits

Type of Construction	Value	Proposed Amendment	2022 Fee
Heating/Ventilation/Air Conditioning system (HVAC)	Per \$1,000 of value, Minimum \$150	\$11	\$11
Heat Pump	Per \$1,000 of value, Minimum \$150	\$150	\$110
Solar Panels	Per \$1,000 of value, Minimum \$150	\$11	\$11
Solid Fuel Appliances (wood stove, chimney, outdoor furnace)		\$150	\$140
Plumbing Permit	Per \$1,000 of value, minimum \$150	\$150	\$110
Occupancy/Final Permit	Flat Fee if required for property sale	\$150	\$110
File Searches	Per Hour	\$60	\$60
Limiting Distance Agreement	Plus cost of legal review and registration	\$500	

Building Permit Deposits	In addition to the permit fees, deposits shall be required in the following amount:		
		Proposed Amendment	2022 Fee
Projects less than \$50,000	Deposits will be returned when final inspection is passed. Building Permit renewal fees may be deducted from deposit if final inspection is not completed in 4 years	\$600	\$560
*If the deposit is reduced to 0 a new deposit in the full amount is required to be provided prior to further inspections being booked.			

Schedule A to By-law Number 22-050

Schedule "C" To By-Law 21-061, As Amended Fees for Building Permits

Infractions		If necessary, deductions shall be subtracted from required deposit fee as outlined below.	
		Proposed Amendment	2022 Fee
Inspection Requested - not ready	Per Occurrence	\$150	\$140
Inspection - Not called for	Per Occurrence	\$150	\$140
Inspection - Extra required	Per Occurrence	\$150	\$140
Other	Per Hour	\$60	\$60
Alternative Solutions:	Where a solution is required outside of the scope of the Building Code (plus third-party costs)	\$1000	\$1000
Withdrawn Permit			
The fees that may be refunded if a permit application is withdrawn		No refund shall be made for amount less than the administration fee as included in this schedule and the administration fee is forfeited if the permit is cancelled or withdrawn.	

For Any Construction Started Prior to Obtaining a Building Permit	Proposed Amendment	2022
The Building Permit Fee shall be double the normal fee	Minimum \$500. to a maximum of additional \$2,500 above regular fee	Minimum \$500 to a maximum of additional \$2,500 above regular fee

Schedule A to By-law Number 22-050

**Schedule "C" To By-Law 21-061, As Amended
Fees for Building Permits**

Evaluation Amounts for Determining Value of Construction			
Type of Construction		Proposed Amendment	2022 Fee
Residential			
1 st Floor	Contractors Price or per square foot amount	\$172.04	\$155.30
All other floors	Contractors Price or per square foot amount	\$137.63	\$123.80
3 season sunroom, enclosed porch or veranda	Contractors Price or per square foot amount	\$57.35	\$51.75
Covered Deck	Contractors Price or per square foot amount	\$31.50	\$31.50
Uncovered Deck	Contractors Price or per square foot amount	\$17.20	\$15.20
Garage, Shed, Accessory Structure	Contractors Price or per square foot amount	\$34.41	\$31.50
Commercial, industrial, institutional	Contractors Price or Per Square Foot amount	\$105.52	\$96.50
Farm Building	Contractors Price or Per Square Foot amount	\$34.41	\$30.00

**The greater value of the Contractors provided value in the permit application, or the values above will be applied to determine the permit cost where there is a discrepancy.

Schedule A to By-law Number 22-050

**Schedule "C" To By-Law 21-061, As Amended
Fees for Building Permits**

Septic Permit and Review Fees		
	Proposed Fee	Health Unit Fee
Sewage system permit	\$850	\$721
Tertiary sewage system permit	\$1,050	\$798
Permit Renewal/Revision with no inspection	\$150	\$62
Permit Renewal/Revision with site inspection	\$280	\$206
Permit Revision/change of installer	\$75	\$62
Septic Tank Replacement, alterations to existing system	\$450	\$360
Maintenance/performance/site inspection	\$250	\$206
Review of Planning Application: Minor Variances	\$215	\$206
Zoning Amendments		
Severance Applications/lot	\$475	\$443
*Multiple Severances more than 1 application on same property if submitted at the same time	\$200	\$180
Subdivision Plan Review (non communal system)	\$200/lot to max of \$5,000 + 13% HST	\$200/lot to max of \$5,000 + 13% HST
File Search	\$110	\$103
Permit to Decommission Septic System	\$150	
Review for Pool Installation	\$150	



Township of
**Leeds and the
Thousand Islands**

Affidavit Demolition Materials

Date: _____

Owner: _____

Address of Demolition: _____

I - _____ swear that I am the owner of the above property, or the authorized agent (letter required from owner). I further confirm that any materials connected to demolition of the above project will be disposed of in accordance with any Township Bylaws, Ministry of Environment regulations and only after receiving all required approvals and permits. I also confirm demolition will be completed in accordance with all applicable law such as TSSA, MOE, and ESA. I understand that approval to demolish does not constitute any preconceived rights to rebuild.

Signed: _____ (owner or approved agent)

Dated: _____

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: <u>The Township of Leeds and the Thousand Islands</u>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i) Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law (See the attached guide for assistance)				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Guide to completeness and compliance with applicable law

J. Heritage Designation (for alteration/repair/renovation/demolition projects only)	
Has this property been designated under The Ontario Heritage Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Has this property been designated as a property of interest by the Municipal Heritage Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____

K. Minimum Distance Separation (for construction of new dwelling or livestock facility only)	
Is there an existing or proposed barn or livestock facility within 1000 m of an existing or proposed dwelling? If yes, please obtain a copy of Schedule 3 <i>Minimum Distance Separation Formulae</i> , which is available on our website or by contacting the Township office.	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____

L. Approvals from Other Agencies	
<p>Cataraqui Region Conservation Authority approval required if construction is within 15 metres of a flood plain, 50 metres of a water course, a Locally Significant Wetland, an Area of Natural and Scientific Interest, within 120 metres of a Provincially Significant Wetland or within 30 metres of all other wetlands greater than 0.5 ha.</p> <p>Leeds, Grenville and Lanark District Health Unit approval required if new construction, an addition, or an increase in the number of bedrooms or plumbing fixtures.</p> <p>St. Lawrence Parks Commission approval required if the construction is within 150 feet of, or fronts or backs onto, the 1000 Islands Parkway.</p> <p>Other Agency Indicate Agency _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from CRCA: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from Health Unit: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from SLPC: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained _____</p>

M. Owner's Authorization
<p>I, _____, am the owner of the land that is subject of this application for a building permit in the Township of Leeds and the Thousand Islands and I authorize _____ to make this application on my behalf.</p> <p>Date: _____ Signature of Owner: _____</p>

IMPORTANT INFORMATION
<p>The Municipality notifies the following agencies concerning the approval of your building permit application:</p> <ul style="list-style-type: none"> • Municipal Property Assessment Corporation • Statistics Canada • Tarion New Home Warranty • Ministry of Labour • Electrical Safety Authority • Leeds, Grenville & Lanark District Health Unit • Canada Mortgage & Housing

**** Failure to submit any of the required information may result in your application being returned. ****

Records of Site Condition O.Reg. 153/04

When a property is being proposed for a more sensitive land use than its current or most recent use then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change.

Please indicate ('x') if the lands in respect of which the building permit application is made have been used for any of the following uses:

X	Potentially Contaminating Activity	X	Potentially Contaminating Activity
	Acid and Alkali Manufacturing, Processing and Bulk Storage		Importation of Fill Material of Unknown Quality
	Adhesives and Resins Manufacturing, Processing and Bulk Storage		Ink Manufacturing, Processing and Bulk Storage
	Airstrips and Hangars Operation		Iron and Steel Manufacturing and Processing
	Antifreeze and De-icing Manufacturing and Bulk Storage		Metal Treatment, Coating, Plating and Finishing
	Asphalt and Bitumen Manufacturing		Metal Fabrication
	Battery Manufacturing, Recycling and Bulk Storage		Mining, Smelting and Refining; Ore Processing; Tailings Storage
	Boat Manufacturing		Oil Production
	Chemical Manufacturing, Processing and Bulk Storage		Operation of Dry Cleaning Equipment (where chemicals are used)
	Coal Gasification		Ordnance Use
	Commercial Autobody Shops		Paints Manufacturing, Processing and Bulk Storage
	Commercial Trucking and Container Terminals		Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications
	Concrete, Cement and Lime Manufacturing		Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage
	Cosmetics Manufacturing, Processing and Bulk Storage		Pharmaceutical Manufacturing and Processing
	Crude Oil Refining, Processing and Bulk Storage		Plastics (including Fibreglass) Manufacturing and Processing
	Discharge of Brine related to oil and gas production		Port Activities, including Operation and Maintenance of Wharves and Docks
	Drum and Barrel and Tank Reconditioning and Recycling		Pulp, Paper and Paperboard Manufacturing and Processing
	Dye Manufacturing, Processing and Bulk Storage		Rail Yards, Tracks and Spurs
	Electricity Generation, Transformation and Power Stations		Rubber Manufacturing and Processing
	Electronic and Computer Equipment Manufacturing		Salt Manufacturing, Processing and Bulk Storage
	Explosives and Ammunition Manufacturing, Production and Bulk Storage		Salvage Yard, including automobile wrecking
	Explosives and Firing Range		Soap and Detergent Manufacturing, Processing and Bulk Storage
	Fertilizer Manufacturing, Processing and Bulk Storage		Solvent Manufacturing, Processing and Bulk Storage
	Fire Retardant Manufacturing, Processing and Bulk Storage		Storage, maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems
	Fire Training		Tannery
	Flocculants Manufacturing, Processing and Bulk Storage		Textile Manufacturing and Processing
	Foam and Expanded Foam Manufacturing and Processing		Transformer Manufacturing, Processing and Use
	Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles		Treatment of Sewage equal to or greater than 10,000 litres per day
	Gasoline and Associated Products Storage in Fixed Tanks		Vehicles and Associated Parts Manufacturing
	Glass Manufacturing		Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners
			Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Plot Plan

****Required for all new construction and demolitions****

All structures and buildings in the Municipality must conform to the Township's Zoning By-Law as it is applicable law. In order to ensure that the proposed structure is in compliance with the Zoning By-Law, a complete plot plan with the following information is required for review:

Plot Plan Check List - Property Information	
<input type="checkbox"/> Dimensions of the property	<input type="checkbox"/> Dimensions and area of existing and proposed structures
<input type="checkbox"/> Location of existing or proposed septic system and well	<input type="checkbox"/> Height of the proposed structure
<input type="checkbox"/> Approximate location of all natural and artificial features	<input type="checkbox"/> Name of any road/private right-of-way within or abutting property
From the nearest point of the new construction:	
<input type="checkbox"/> Setbacks to centerline of adjacent roads	<input type="checkbox"/> Distance to the high water mark (if applicable)
<input type="checkbox"/> Distance to the edge of adjacent right-of-ways	<input type="checkbox"/> Distance to all property lines
	<input type="checkbox"/> Distance from accessory structure to main use

Check here if the Plot Plan is on a separate piece of paper and is attached to this application.

New Construction is to be a minimum of <input type="checkbox"/> 5 ft from septic tank <input type="checkbox"/> 17 ft from tile bed <input type="checkbox"/> 16 ft from hydro lines. Please Indicate the distances on the plot plan.	
Address of Property:	
Owner:	

Sample Plot Plan

