



Township of
Leeds and the
Thousand Islands

Single Family Dwelling

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 Submissions

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 and Survey
- One complete set of construction plans on paper at least 11" by 17" and one copy provided in an electronic version (PDF format) indicating the following:
 - Foundation plan
 - Floor plans including if basement is to be finished
 - Building elevations
 - Cross section view indicating dimensions, heights, and construction materials
 - Truss layouts of both roof and floor (if engineered floor joists are to be used)
- Plot plan indicating the following:
 - Lot dimensions and lot area
 - Location of house (with measurements) relative to property lines, road, other structures, septic system, well, municipal and/or private easements and rights-of-way and overhead power lines
 - Location, width, and type of driveway and distance from property lines
 - Location is proposed well and septic
 - Dimensions and height of all structures and % of lot coverage
 - Location of retaining walls
 - Location of any watercourses, drainage, ditches, culverts and other waterbodies including high water mark, top of bank and 1:100-year flood line contour (if available) with wave uprush limit.
 - Address and street name
- Cataraqui Region Conservation Authority approval (properties along or near water) Kristen Wozniak: 613-546-4228 ext. 288
- Ministry of Transportation approval (properties that face provincial highways)
- Entrance permit from the Leeds and the Thousand Islands Township Roads department, or the County of Leeds and Grenville: 613-342-3704

- Tarion Warranty information to be completed on application where applicable
- Heat loss/gained calculations as well as, heating and ventilation designs
- Engineered details must be certified/stamped by a Professional Engineer (must be licensed in Ontario)
- Schedule 1 completed by the designer, or homeowner (if they complete the designs) not required if prepared by a licensed Professional Engineer or Architect) (attached)
- Energy Efficiency Design Sheet (EEDS) completed and signed (attached)
- A copy of the engineered stamped floor joist / truss drawings
- Approvals from agencies considered applicable law such as:
 - Cataraqui Region Conservation Authority (CRCA)
Emily Su: 613-546-4228 ext. 258
www.crca.ca
 - Leeds Grenville and Lanark Health Unit
Nancy Carpenter: 613-345-5685 ext. 5685
 - United Counties of Leeds and Grenville: 1-613-342-3840
 - Ministry of Transportation (MTO):
 - Entrance permit from the Leeds and the Thousand Islands Township Roads Department, or the County of Leeds and Grenville: 613-342-3704
 - The Educational Development Charge form (EDC) is required to be completed and submitted to the email located at the bottom of the form and copied to the Township
- Permits/Approvals may also be required from:
 - The St. Lawrence Parks Commission: 613-543-3704
www.parks.on.ca
 - Electrical Safety Authority: 1-877-372-7233
 - Esasafe.com
 - MNRF (Ministry of Natural Resources and Forestry):
613-531-5700
- Pay all applicable fees according to the Township's fees bylaw (attached)

*Please note: Radon mitigation measures must be installed in accordance with SB-9 of the Supplement to the Ontario Building Code. Radon mitigation measures are mandatory as of July 1, 2021 as a result of findings from recent testing in our Township



FINAL PAPERWORK REQUIRED FOR OCCUPANCY OF SINGLE FAMILY & SEASONAL DWELLINGS

Approvals Required for Occupancy		Req'd	Rec'd
Ontario Hydro (ESA)	Final ESA approval required for all electrical work	<input type="checkbox"/>	<input type="checkbox"/>
Plumbers Sign Off	Required to be completed by plumber with a "Certificate of Qualification" in Ontario. Not required if owner completed plumbing and all "tests" were witnessed by building inspector as required in 7.3.6	<input type="checkbox"/>	<input type="checkbox"/>
HVAC	Sign off required to be completed by HVAC installer	<input type="checkbox"/>	<input type="checkbox"/>
HRAI Balancing	Balancing form to be submitted by contractor. Contractor must have Level 1 HRAI Certification	<input type="checkbox"/>	<input type="checkbox"/>
T.S.S.A. Completion/ Testing Form	All gas installers must complete sign off form indicating all gas installations have been tested	<input type="checkbox"/>	<input type="checkbox"/>
Potable Water	Proof of potable water must be submitted. Water testing bottles to be taken to L&G Health Unit in Brockville/Smiths Falls or Gananoque	<input type="checkbox"/>	<input type="checkbox"/>
Well Record	Well record is required for all new wells from Ministry of Environment	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Permit	Entrance permit final inspection required. Contact Public Work Department when entrance installed/completed: (613) 659-2415 ext. 234	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency	Ensure Energy Efficiency requirements match submitted EEDS	<input type="checkbox"/>	<input type="checkbox"/>
Septic Final	Septic final inspection required for new systems or alterations to existing systems. Contact Health unit at (613) 345-5685	<input type="checkbox"/>	<input type="checkbox"/>
CRCA Final	Final sign off from CRCA required where a permit has been issued. Contact CRCA at (613) 546-4228	<input type="checkbox"/>	<input type="checkbox"/>



RESIDENTIAL MECHANICAL VENTILATION RECORD

W2

For Certification of Design and Performance of Residential Ventilation Systems

A HEATING SYSTEM/ COMBUSTION APPLIANCES

Forced Air Non Forced Air

Electric Gas Oil Other

No combustion appliances *No depressurization limit*

Solid Fuel (including Fireplaces) *5 pa. limit*

Direct Vent (Sealed Combustion) only *No dep. limit*

Positive venting induced draft _____ *pa. dep. limit*

Natural draft or B-vent *5 pa. limit*

LOCATION

Roll# _____ Permit # _____

Lot & Plan # _____ Township _____

Civic Address _____

BUILDER

Name _____ R-2000 I.D.# _____

Address _____

City _____ Postal Code _____

Tel. _____ Fax _____

B EXHAUST EQUIPMENT

Clothes Dryer 160 cfm

Down-draft Cook-top 220 cfm

Other: (over 160 cfm) _____

DEPRESSURIZATION TEST/CALC. REQUIRED? yes no

I certify this ventilation system design to be in accordance with:

CSA F326-M91 R-2000

NBC '95-(9.32.3) OBC '93 (9.32.3) BCBC '92

Name _____ HRAI # _____

Address _____

City _____ Postal Code _____

Tel. _____ Fax _____

Signature _____ Date _____

C TOTAL VENTILATION CAPACITY (TVC)

Bsmt & Master Bdrm _____ @ 20 cfm _____ cfm

Other Bedrooms _____ @ 10 cfm _____ cfm

Bathrooms & Kitchen _____ @ 10 cfm _____ cfm

Other Rooms _____ @ 10 cfm _____ cfm

TOTAL VENTILATION CAPACITY (TVC) _____ cfm

EXHAUST CAPACITY

CONTINUOUS D

Kitchens _____ @60 cfm _____ cfm

Bathrooms _____ @20 cfm _____ cfm

TOTAL _____ cfm

INTERMITTENT E

Kitchens _____ @100 cfm _____ cfm

Bathrooms _____ @50 cfm _____ cfm

INSTALLATION CHECKLIST K

Controls functioning Fans operating & clean

Filters clean Flow Measuring Stations

Dampers accessible Insulated duct sealed

Drain loop & connection

Distribution to all rooms (non-forced air)

Forced-air system continuous mode interlock

Grease filter kitchen intake (*if duct not accessible for cleaning*)

Kitchen exhaust 4 ft from range

Exhaust 4" above grade Supply 18" above grade

Supply intake 6ft from exhaust (*recommended*)

Supply intake 3ft to other exhausts

Other _____

F TVC SYSTEM

Location _____

Manufacturer/Model: _____ HVI

Design Airflow: _____ cfm High _____ cfm Low

_____ % Sensible Efficiency @ 0°C _____ watts

_____ % Sensible Efficiency @ -25°C _____ watts

MEASURED VENTILATION (TVC System) L

Supply: _____ cfm High _____ cfm Low

Exhaust: _____ cfm High _____ cfm Low

G ADDITIONAL EQUIPMENT

1 Location: _____ cfm _____ sones

Manufacturer/Model: _____ HVI

2 Location: _____ cfm _____ sones

Manufacturer/Model: _____ HVI

3 Location: _____ cfm _____ sones

Manufacturer/Model: _____ HVI

4 Location: _____ cfm _____ sones

Manufacturer/Model: _____ HVI

I certify this ventilation system to be installed in accordance with:

CSA F326-M91 R-2000

NBC '95-(9.32.3) OBC '93 (9.32.3) BCBC '92

Name _____ HRAI # _____

Address _____

City _____ Postal Code _____

Tel. _____ Fax _____

Signature _____ Date _____

INSTALLER



Township of
Leeds and the
Thousand Islands

MEMORANDUM

HEATING, VENTILATION AND AIR-CONDITIONING INSTALLATION, VERIFICATION CERTIFICATE (HVAC)

MEMO TO: Paul Nixon, Chief Building Official

FROM: _____

DATE: _____

RE: Owner Name _____
Address _____

This is to certify that _____ has completed the installation, at the above-referenced project, of the following;

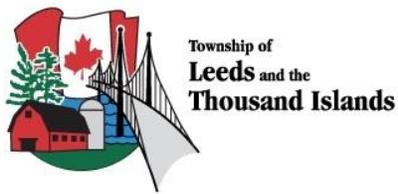
- | | |
|--|---|
| <input type="checkbox"/> Heating system | <input type="checkbox"/> Ventilation system |
| <input type="checkbox"/> Air-conditioning system | <input type="checkbox"/> Gas fireplace |

This will further certify that the system(s) have been installed in accordance with the drawings and designs supplied to the Building Department, which formed the basis for which the Building Permit was issued, including any changes thereto authorized by the Chief Building Official.

Minor changes to the system, which do not adversely affect its operation, are as follows:

SIGNATURE

DATE



MEMORANDUM

PLUMBING SYSTEM, DWV, AND POTABLE WATER TESTS

MEMO TO: Paul Nixon, Chief Building Official DATE: _____
FROM: _____
RE: Owner Name _____
 Address _____

This will confirm that the plumbing system for the above-mentioned project has been tested and has successfully passed the requirements for testing under Subsections 7.3.6 and 7.3.7 of the Ontario Building Code:

A. DRAINAGE AND VENTING SYSTEMS

All components of the drainage and venting system have passed the following tests:

1. Pressure test using air or water at the rough-in stage in accordance with OBC sentence 7.3.6.1.(1)
2. Final test using smoke or air pressure after the installation of all fixtures, in accordance with OBC sentence 7.3.6.1.(2).

B. POTABLE WATER SYSTEMS

The entire potable water systems has successfully passed the pressure test using water or air on the complete system after the Installation of all fixtures, in accordance with OBC subsection 7.3.7.

This will also confirm that all components of the plumbing system are marked in accordance with the relevant Canadian Standards Association (CSA), as detailed under article 7.2.1.3., and that no cross connections exist that would render the potable water systems non-potable, as detailed under article 7.6.2.1., and all fixtures meet the water efficiency requirements detailed under OBC subsection 7.6.4.

The plumbing system is complete and ready for operation by the building occupants.

I have an Ontario "Certificate of Qualification" (C of Q) in plumbing:

Yes _____ No _____

PLUMBING COMPANY: _____

PLUMBERS NAME: (Please print): _____

SIGNATURE: _____

3.1.1.12. Drain Water Heat Recovery

- (1) Except as provided in Sentence (2), a drain water heat recovery unit shall be installed in each *dwelling unit* to receive drain water from all showers or from at least two showers where there are two or more showers in the *dwelling unit*. (See Appendix A.)
- (2) Sentence (1) does not apply to *dwelling units* in which:
 - (a) there are no showers; or
 - (b) there are no storeys or crawl spaces beneath any of the showers in the *dwelling unit*.
- (3) Drain water heat recovery units shall conform to CSA B55.2, “Drain Water Heat Recovery Units”.
- (4) The minimum efficiency of a drain water heat recovery unit shall be determined in conformance with CSA B55.1, “Test Method for Measuring Efficiency and Pressure Loss of Drain Water Heat Recovery Units”.
- (5) The efficiency of a drain water heat recovery unit, when tested in accordance with Sentence (4), shall be not less than 42%.
- (6) A drain water heat recovery unit shall be installed
 - (a) in an upright position that does not diverge more than 5 degrees from the vertical,
 - (b) in a position such that the cold water inlet connection is at the bottom of the unit,
 - (c) downstream of a water softener where a water softener is installed, and
 - (d) in a *conditioned space* or on the warm side of the dewpoint of the wall assembly.

3.1.2. Performance Compliance

3.1.2.1. Required Performance Level (See Appendix A.)

- (1) The performance level shall be measured based on the simulated annual energy use of the *building*.
- (2) For the purpose of this Subsection, reference *building* means a *building* that is identical to the proposed *building*, except that it is designed to meet the requirements and performance level of an applicable compliance package in Subsection 3.1.1. on the basis of
 - (a) zone location,
 - (b) energy source, and
 - (c) equipment efficiency.
- (3) The simulated annual energy use of the proposed *building* shall not be greater than the simulated annual energy use of the reference *building*.
- (4) The simulated annual energy use of the proposed *building* and the reference *building* shall be calculated in accordance with Table 3.1.2.1.
- (5) For the purpose of calculations required in Sentence (4),
 - (a) the simulation software used shall be a recognized annual energy use simulation software,
 - (b) the climatic data used shall be the local climatic data,
 - (c) the equivalent domestic water loads, appliance loads and other plug-in loads shall be assumed for both the proposed *building* and the reference *building*, and
 - (d) the same software and climatic conditions shall be used for both the proposed *building* and the reference *buildings*.
- (6) Where the overall thermal performance of the proposed *building* envelope is less than the envelope performance of the compliance package that is compared against it, the reduction in the performance level of the *building* envelope shall not be more than 25%.
- (7) The annual energy use simulation of the reference *building* shall be in accordance with Subsection 3.1.1. of this Supplementary Standard, Part 12 and other applicable parts of the *Building Code*.

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> <table border="0"> <tr> <td>• Municipal Property Assessment Corporation</td> <td>• Electrical Safety Authority</td> </tr> <tr> <td>• Statistics Canada</td> <td>• Leeds, Grenville & Lanark District Health Unit</td> </tr> <tr> <td>• Tarion New Home Warranty</td> <td>• Canada Mortgage & Housing</td> </tr> <tr> <td>• Ministry of Labour</td> <td></td> </tr> </table>		• Municipal Property Assessment Corporation	• Electrical Safety Authority	• Statistics Canada	• Leeds, Grenville & Lanark District Health Unit	• Tarion New Home Warranty	• Canada Mortgage & Housing	• Ministry of Labour	
• Municipal Property Assessment Corporation	• Electrical Safety Authority								
• Statistics Canada	• Leeds, Grenville & Lanark District Health Unit								
• Tarion New Home Warranty	• Canada Mortgage & Housing								
• Ministry of Labour									

**** 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): <div style="text-align: center;">(print name)</div>			
<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:	

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority

Application No:	Model/Certification Number
-----------------	----------------------------

A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>ENERGY STAR[®]*</i> [SB-12 - 2.1.3.]	* Attach BOP form
<input type="checkbox"/> <i>EnerGuide 80*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source		
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions		
Gross Wall Area = _____ m ²	% Windows+ _____ %	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement	<input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m ²		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ Gj (1 Gj =1000Mj)
The annual energy consumption of this house as designed is _____ Gj
The software used to simulate the annual energy use of the building is: _____
The building is being designed using an air leakage of _____ air changes per hour @50Pa.

ENERGY STAR: BOP form attached. The house will be labeled on completion by:

ENERGY STAR and EnerGuide80:
Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
---------------	------------

Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *ENERGY STAR* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *ENERGY STAR* qualified houses must be designed to *ENERGY STAR for New Homes* technical specifications and be labelled on completion by EnerQuality or other agency. The *ENERGY STAR* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *ENERGY STAR* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

ENERGY STAR and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.



Township of Leeds and the Thousand Islands Civic Address - Sample Plot Plan

Island or Water Access Only Property

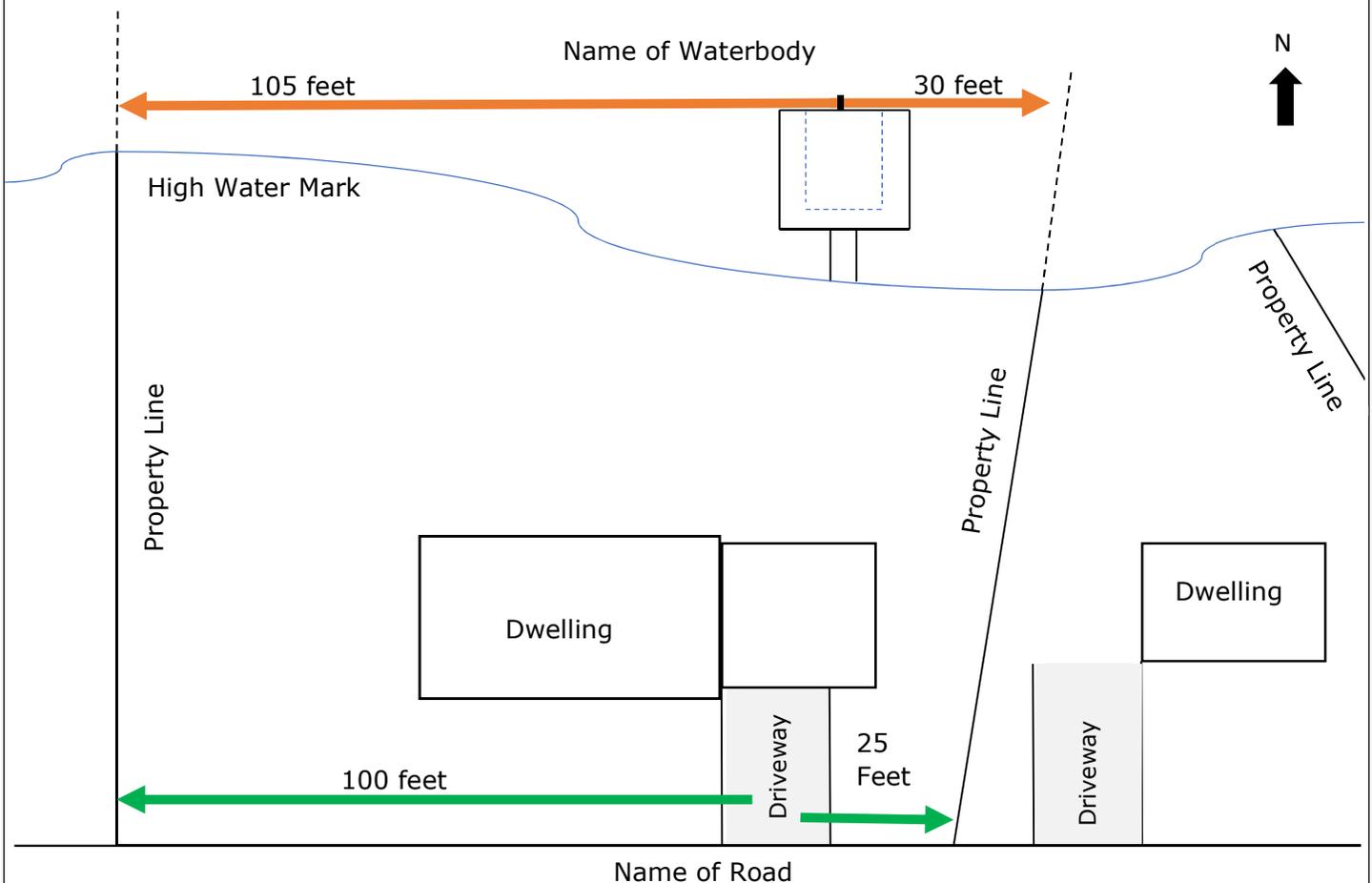
Please indicate the setback from the centre point of the boathouse, dock, or access area to each property line. If the property is on an island by itself, please draw the entire island and indicate the location of the boathouse, dock or access area. See Example 1 - Measurement for Islands and Water Access Only below. (Orange Arrows)

Street Access Property

Please indicate the setback from the centre point of the driveway to each property line. If the property has access to multiple streets, please indicate the street which will be your primary access point. See Example 2 - Measurement for Street Access below. (Green Arrows)

Sample Plot Plan

Example 1: Measurement for Islands and Water Access Only (Orange Arrows)



Example 2 Measurement for Street Access (Green Arrows)

RESIDENTIAL(1) EDUCATION DEVELOPMENT CHARGE (EDCs) INFORMATION FORM

Building Permit

This form to be completed upon application of a building permit.



Conseil des
écoles publiques
de l'Est de l'Ontario

SECTION A: TO BE COMPLETED BY APPLICANT

Developer/Company/Applicant's Name:

Contact Name:

Phone No.:

INFORMATION REGARDING APPLICATION FOR BUILDING PERMIT

Municipal Address:

Plan No.:

City/Town/Township:

Lot Number(s):

Project Description:

NEW RESIDENTIAL DEVELOPMENT DETAILS -

What are the total number of dwelling units to be constructed?

1. Is this an application for a new building?

YES

NO

EXPANSION TO EXISTING RESIDENTIAL DEVELOPMENT DETAILS -

1. Is this application for the expansion of an existing dwelling unit to create an additional unit?

YES

NO

2. What type of use describes the existing dwelling unit? Single-detached, semi-detached, townhouse, etc.?

3. How many additional dwelling units are being created as a result of the proposed expansion?

If yes, what is the Gross Floor Area of the Existing dwelling unit?

ft²

m²

If yes, what is the Gross Floor Area of the Additional Dwelling Unit(s)?

ft²

m²

Additional Dwelling #2?

ft²

m²

Additional Dwelling #3?

ft²

m²

Additional Dwelling #4?

ft²

m²

REPLACEMENT OF A DWELLING UNIT DESTROYED BY FIRE, DEMOLITION OR OTHERWISE (i.e. Uninhabitable) -

1. Date former dwelling unit was destroyed or became uninhabitable _____

2. Date Demolition Permit was Issued by Municipality _____

3. Date building permit issued in respect of replacement dwelling unit _____

Applicant's Signature _____

Signature of Municipal Representative _____

Date _____

OCCUPANCY DATA -

1. Date Certificate of Occupancy or Certificate of Completion under *Ontario New Home Warranties Plan Act* is issued

Date _____

Please note the CEPEO EDC By-laws authorize the school board to retroactively apply education development charges to the development if the foregoing information is later found to be erroneous.

SECTION B: TO BE COMPLETED BY THE AUTHORIZING SCHOOL BOARD

EDUCATION DEVELOPMENT CHARGES TO BE COLLECTED BY THE LOCAL MUNICIPALITY

Residential - # of Units to Which EDC Rates Apply

EDC Rate In-force at Time of Building Permit Issuance

TOTAL AMOUNT TO BE COLLECTED

AUTHORIZING MUNICIPAL SIGNATURE: _____ DATE: _____

Notes: 1. "dwelling unit" means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked row dwelling (townhouse), back-to-back townhouses, row dwelling (townhouse), the residential portion of a mixed-use building or structure, and a cottage or seasonal dwelling unit that is capable of being occupied year-round. Notwithstanding the foregoing, (i) a unit or room in a temporary accommodation to the travelling or vacationing public and (ii) living accommodation in a nursing home as defined in and governed by the provisions of the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, shall not constitute dwellings units for purposes of this By-law.

**For inquiries contact: Etienne Paquet, Planning Manager, Conseil des écoles publiques de l'Est de l'Ontario, 2445 St-Laurent Blvd., Ottawa, K1G 6C3
(613) 742-8960 EXT 2297 or email at etienne.paquet@cepeo.on.ca**