



Township of
Leeds and the
Thousand Islands

Seasonal 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

- ☐ Completed Application
- ☐ Copy of Deed (if not registered owner on file)
- ☐ Owner/Authorized Agent Responsibility Form
- ☐ Agent Authorization Form (required if the property owner is not submitting the application)
- ☐ Plot Plan (sample attached). A plot plan may be hand drawn but it must be clear and drawn to scale.
- ☐ Seasonal Dwelling Affidavit (attached)
- ☐ One set of construction drawings (maximum paper size – 11"x17"), and one PDF version for the proposed structure. Details may include but may not be limited to:
 - Foundation plan
 - Floor plan layout (including finished basements)
 - Building elevations
 - Cross section view indicating dimensions, heights and construction materials.
 - Engineered Truss drawing and layouts
 - Layouts of floor construction (if engineered floor joists are to be used a copy of the design is required)
- ☐ Engineered details must be certified/stamped by a Professional Engineer (must be licenced in Ontario)
- ☐ If applicable, Completion of Temporary Living Accommodations Agreement
- ☐ Completion of Schedule 1 by the owner or a registered qualified designer (unless prepared by a licensed Professional Engineer or Architect)

- ☐ Approvals from these agencies may be required prior to the issuance of a building permit. Agencies include:

Agency and Contact Information	Permit Requirement
Cataraqui Region Conservation Authority 613-546-4228 https://cataraquiconservation.ca/pages/planning-staff	Development is within a regulated area of a waterbody, watercourse, wetland, etc.
St Lawrence Parks Commission 613-543-3704	Proximity to, and entrances on the 1000 Islands Parkway
United Counties of Leeds and Grenville 1-613-342-3840 https://www.leedsgrenville.com/en/government/entranceway-and-pre-severance-requests.aspx	Permit for an entrance on a County Road
Ministry of Transportation – Eastern Region (MTO) https://www.hcms.mto.gov.on.ca/	Proximity to, and entrances on a Provincial Highway

- ☐ Approvals from Other Township Departments which may be required prior to the issuance of a building permit:
- Planning Department – Proposed structure is in compliance with the Township’s Zoning By-Law. If not, provide a detailed plot plan demonstrating the location of the proposed structure in relation to the property lines, well, sewage system, high water mark of waterbodies, wetlands etc. See sample attached.
 - Operations Department – Approved entrance permit on a Township Road if required.
 - Civic Address Department – A civic address has been assigned to the property/entrance.
- ☐ Payment of the applicable administration fees. Forms of payment taken at the Office are cash, cheque or debit only. Credit cards are not accepted.
- Project valued under \$30,000 Administration Fee = \$150
 - Project valued \$30,000 or more Administration Fee = \$500

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.

Applicable Law Requirements

J. Email Authorization

- ☐ All contacts with email addresses provided in this application have agreed to their email addresses being added to the Municipality's Contact List.

K. Heritage Designation (for alterations, repair, renovation, demolition projects only)

Has this property been designated under the Ontario Heritage Act? ☐ Yes ☐ No

L. Agricultural Operation – New or Expansion of a Livestock Facility

Is this application for a ☐ new or ☐ expanded livestock facility? ☐ Yes ☐ No

If yes, have you provided the Minimum Distance Separation Calculation or Nutrient Management Plan? ☐ Yes ☐ No

M. Agency Approvals

Cataraqui Region Conservation Authority approval required if construction is within the regulatory boundary defined by the CRCA. ☐ Yes ☐ No

St. Lawrence Parks Commission approval required if the construction is within 150 feet of, or fronts or backs onto, the 1000 Islands Parkway. ☐ Yes ☐ No

Ministry of Transportation approval required if construction is within the MTO area of control. ☐ Yes ☐ No

Leeds, Grenville and Lanark District Health Unit approval is required if the new proposal relates to food services. ☐ Yes ☐ No

Other Agency Indicate Agency: _____ ☐ Yes ☐ No

N. Entrance Permit Approval

An approved Entrance Permit from the applicable road authority is required to be submitted with the application for any property that is vacant and being developed or if a new entrance is proposed to access the new construction. This does not include private lanes. ☐ Yes ☐ No

O. Civic Address Approval – Required prior to the Issuance of a Building Permit

Does this property have a civic address? If no, please contact staff for an application form. ☐ Yes ☐ No

Does this property have a blue civic address blade installed on the property? If no, one must be purchased upon the issuance of the building permit. Installation of the blade/post on site is required prior to the first inspection. ☐ Yes ☐ No

P. Owner's Authorization

I, _____ am the owner of the land that is subject to this application for a building permit and I authorize _____ to make this application on my behalf.

Date: _____ Signature of Owner(s): _____

Important Information

The Municipality notifies the following agencies concerning the approval of your building permit:

- Municipal Property Assessment Corporation
- Statistics Canada
- Leeds, Grenville and Lanark District Health Unit
- Canada Mortgage and Housing

It is your responsibility to notify the following agencies concerning the approval of your building permit and obtain all required permits from their office prior to starting construction.

- Tarion New Home Warranty (New Dwellings)
- Electrical Safety Authority (All project involving electrical)
- Ministry of Labour (projects valued \$50,000 and greater)

**** Failure to submit any of the required information may result in the 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]				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings </div> <div style="width: 30%;"> <input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection </div> <div style="width: 30%;"> <input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems </div> </div>				
Description of designer's work				
D. Declaration of Designer				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;"> _____ Date </div> <div style="width: 60%; text-align: center;"> _____ Signature of Designer </div> </div>				

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

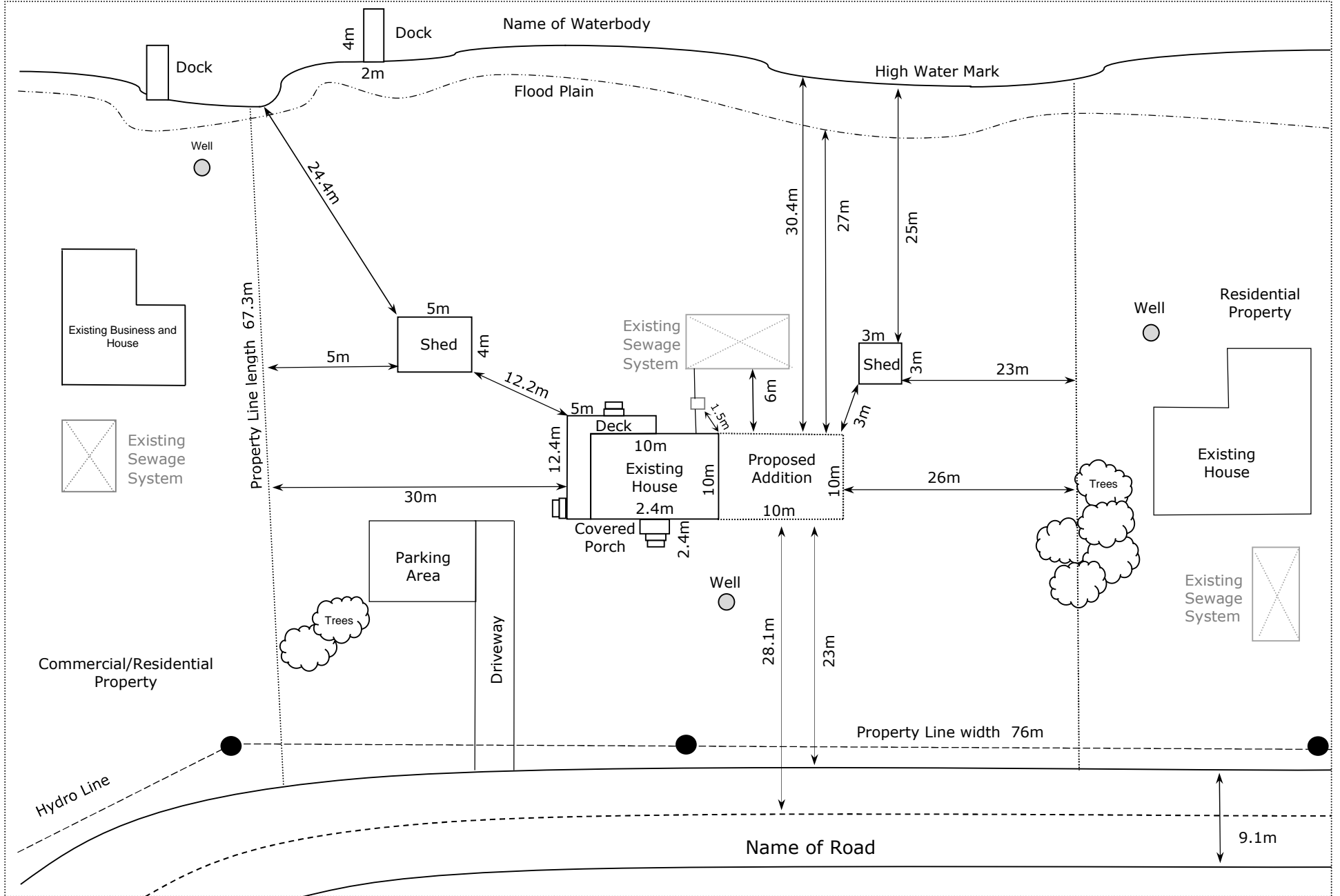
☐ Check here if the Plot Plan is on a separate piece of paper and is attached to this application.

New Construction is to be a minimum of ☐ 5 ft from septic tank ☐ 17 ft from tile bed
☐ 16 ft from hydro lines. Please Indicate the distances on the plot plan.

Address of Property:

Owner:

Sample Plot Plan





Owner/Authorized Agent Responsibilities

Project Location and Contact Information:

Property Owner(s): _____

Authorized Agent(s): _____

Property Roll Number: _____

Project Address: _____

Project: _____

Phone Number: _____ Email Address: _____

Declaration

To the Township of Leeds and the Thousand Islands:

I declare that I am the: ☐ owner
☐ authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge:

- That the issuance of a building permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, sewage systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the Township of Leeds and the Thousand Islands Zoning By-Law;
- That an Occupancy Permit must be issued by a Township Building Official prior to any occupancy of a seasonal or permanent residence;
- The owner(s) are obligated to arrange for the inspections indicated on the permit placard issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit placard;
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code; and
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Signature

Date

Note: The Ontario Building Code Act requires that requests for inspections are made a minimum of 2 regular business days in advance of the regular business day upon which the inspection is needed.



Township of Leeds and the Thousand Islands
1233 Prince St, PO Box 280
Lansdowne, ON K0E 1L0
Phone: 613-659-2415

Affidavit

Seasonal Dwelling

Owner(s): _____

Civic Address of Seasonal Dwelling Site: _____

I, _____, swear that the structure on the property noted above, will be used as a seasonal dwelling (as exempted in 9.36 of the building code), and does not meet the requirements of the Ontario Building Code, including the energy efficiency requirements of SB-12, for year round use. I further acknowledge that taking advantage of the exemptions means the dwelling is not fit for year round use. If I wish to use the structure for year round use, I understand I must apply for a building permit to convert from seasonal to year round and meet all applicable requirements of the Ontario Building Code (upgraded construction, insulation, vapor and air barriers, heating and ventilation, windows) and any Applicable Law. I understand that should I use the structure contrary to this affidavit, I may be charged under the appropriate legislation.

Signature of Owner

Date



Temporary Living Accommodations Agreement

By-Law 2025-015 provides for an exemption from the prohibition against placing trailers on properties and residing in a trailer provided a Complete Building Permit has been issued. The Township agrees to permit the Property Owner identified below to place a trailer on the property identified in this agreement for a period of time not to exceed the maximum period listed below, provided that the Property Owner complies with the terms of this agreement.

In exchange for permission to place and occupy a trailer on the Property, the Property Owner agrees that the trailer shall only be occupied by the Property Owner and their immediate family members and only for the period of time while a dwelling unit is being constructed on the Property (as further specified below).

The Property Owner further agrees to pay the fee specified below and to deposit with the Township the Deposit Fee. The Property Owner agrees that the Township may remove the trailer from the Property in circumstances where the trailer remains on the Property beyond the time agreed to by the parties for its removal. Where the trailer remains on the Property after the expiry of the deadline established for its removal in this agreement, the Property Owner hereby irrevocably gives the Township and its agents' license to enter on the Property and to remove the trailer and any contents within the trailer. If the Property Owner does not take possession of the trailer (and pay any fees associated with the removal and storage of the trailer) within 30 days of removal, the Township has full and unfettered discretion to dispose of the trailer and its contents. Any costs incurred by the Township to remove, store or dispose of the trailer and its contents shall be reimbursed by the Property Owner. The Property Owner agrees that it remains liable for any costs incurred.

Under no circumstances shall the Township or its agents be liable for any costs, damages, losses or claims associated with the removal and disposal of the trailer and its contents.

Property Owner(s): _____

Owner's Address: _____

Property Roll Number: _____

Phone Number: _____

Email Address: _____

Building Permit Number: _____

Address of property where trailer is located: _____

A trailer is permitted to remain on the Property for a limited period of up to 24 months, commencing upon the date this agreement is executed provided that:

- (1) An appropriate sewage handling system is provided;
- (2) A building permit for a dwelling has been issued and remains in force; and
- (3) The trailer is located in accordance with the required yards and setbacks applicable to a dwelling in the Township Zoning By-law.

Chief Building Official Signature

Property Owner Signature

Date: _____

Date: _____



Township of Leeds and the Thousand Islands Civic Address – Application Form

Office Use Only

Date Received:

File Number:

Application Fee: \$50

☐ Cheque

☐ Cash

☐ Interac

☐ N/A

Application Information

Applicant Information

Name:

Company Affiliation:

Mailing Address:

Email:

Phone Number:

Property Information

Roll Number:

Civic Address:

Legal Description:

Closest Major Intersection

Civic Address Request Information

Reason for obtaining a civic address. Check all that apply.

☐ Replacement Blade Only

☐ Building Permit

☐ Site Plan

☐ Severance

☐ Subdivision

☐ Other:

Application Submission Requirements

☐ Complete Application Form

☐ Detailed Plot Plan

☐ Transfer/Deed – If property is land locked to verify legal access to property

☐ Entrance Permit from Applicable Authority – Not required for water or private street

☐ Fee – See Current General Rates and Fees By-Law

Change of Civic Address Request

New Civic Address Requested (if known):

Reason for Change of/New Civic Address:

DECLARATION OF APPLICANT

I _____ declare that:
(Print Name)

1. That the information contained in this application, plot plan and other documents is accurate.
2. If the owner is a corporation or partnership, I have the authority to bind it.

Date

Signature

Submit Application to Amanda Werner-Mackeler, Planning Technician:

Email: planningtechnician@townshipleeds.on.ca

In Person: Please call for an appointment 613-659-2415 x 203

Date Approved:

Address:



Township of Leeds and the Thousand Islands

Civic Address - Sample Plot Plan

Island or Water Access Only Property

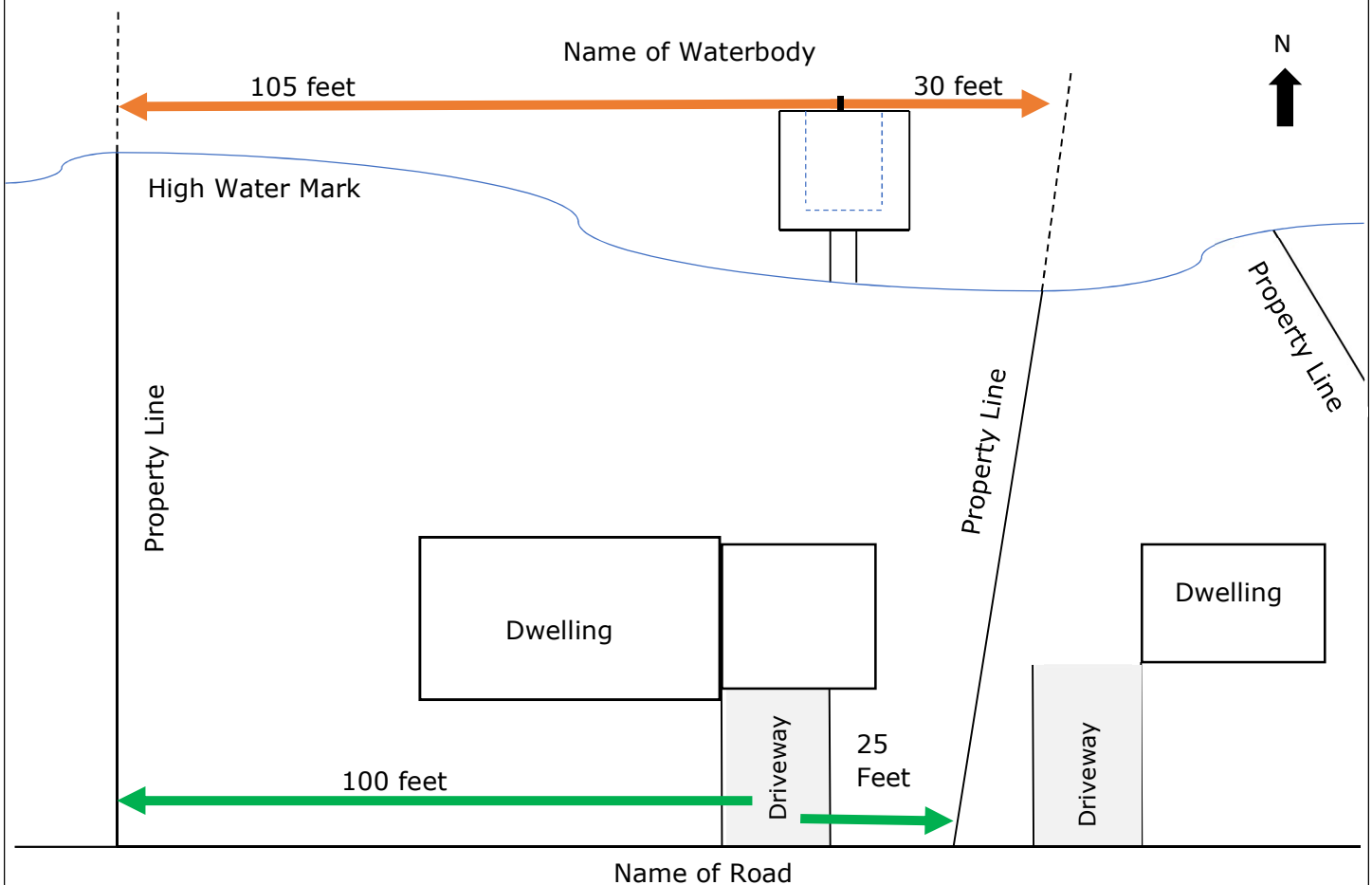
Please indicate the setback from the centre point of the boathouse, dock, or access area to each property line. If the property is on an island by itself, please draw the entire island and indicate the location of the boathouse, dock or access area. See Example 1 - Measurement for Islands and Water Access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