



Township of
Leeds and the
Thousand Islands

Building Permit Renewal Information

Building Permit Renewal Information

Building permits are valid for one year from the issue date. If your project is not completed and finalized within the year, it is your responsibility to complete and submit a building permit renewal form, along with the applicable fee for every year the permit remains open.



Township of
Leeds and the
Thousand Islands

Township of Leeds and the Thousand Islands Application for Renewal of Building Permit

Please Update Your Contact and Property Information

Name: _____

Property Address: _____

Mailing address: _____

Phone: _____

Building Permit # _____

Inspections required to be completed:			
<input type="checkbox"/> ICF Pre-Pour	<input type="checkbox"/> Hydronics Rough In	<input type="checkbox"/> Site Soil	<input type="checkbox"/> Footing Form
<input type="checkbox"/> Framing	<input type="checkbox"/> Plumbing Rough In	<input type="checkbox"/> Pre-Backfill	<input type="checkbox"/> Plumbing Rough In Slab
<input type="checkbox"/> Occupancy	<input type="checkbox"/> Final	<input type="checkbox"/> HVAC Rough In	<input type="checkbox"/> Insulation/Vapour Barrier
		<input type="checkbox"/> Solid Fuel	<input type="checkbox"/> Chimney Rough In

Please describe the work accomplished over the last 365 days: _____

Please describe the work intended to be completed this year: _____

Estimated completion date: _____

Please complete and return this form with your payment in the amount of \$155.00 for consideration of renewing your permit. If approved, a receipt for your payment will be mailed to you. If your permit is revoked, then your payment will be returned.
* The \$155.00 fee is applicable for each outstanding year.

Date: _____

Signature: _____

For Office Use Only

Renewal Fee Received: _____

Date Reviewed & Approved: _____