



Township of
Leeds and the
Thousand Islands

Building Permit Processing Timelines

How long does it take to get a Building Permit?

Applications are reviewed by Building Division Staff within 10 business days. Staff will contact the applicant if any additional information is required for processing a permit application.

Permits are reviewed based on the required timelines set out in the [Ontario Building Code](#).

During the review period, Building and Planning Officials will review your documents and drawings to determine compliance with the various By-Laws, Codes, Standards and will circulate the application to any relevant agencies. If any other information is required, Staff will reach out to the applicant.

Once the review is complete and any deficiencies have been corrected (including any other agency permits received), the building permit will be issued. Staff will notify you by email that the permit has been issued and provide you with the options for paying and picking up/emailing you the permit.

Construction may start when the building permit has been paid for and all required forms have been reviewed, signed and returned to the office. Please review the conditions which have been noted on your building permit review. The permit should be displayed in a clearly visible location on the job site, and the attachments and drawings should be available to the inspector if requested on-site.

The Building Division must be contacted for any deviation from the approved application and drawings. Depending on the extent of any changes, the permit may require revision.