



GUIDE TO BUILDING PERMIT APPLICATIONS

The *Building Code Act* grants authority to Municipal Councils to appoint a Chief Building Official (CBO) and inspector(s) as necessary to enforce the Ontario Building Code. The Ontario Building Code is a regulation governing all aspects of construction. It sets the minimum standard for the design and construction of all new buildings and for additions, alterations and change of use of existing buildings in the Province of Ontario. The purpose of the Code is to minimize the risk to the health and safety of the occupants of a building and to provide for the barrier-free accessibility into a building and the energy efficiency of that building. Section 8.(1) of the *Building Code Act* indicates that no person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued by the CBO.

BUILDING PERMIT REQUIREMENTS

Although a building permit may not always be required, planning approval or approval from other agencies may be required. Contact the Planning and Development Department prior to commencing any project and we can advise of any requirements. A detailed plot plan and written description of proposed work may be required to be submitted to determine if the proposed work will conform to Zoning By-Law 07-079.

A Building Permit is Required to:

- Construct or place a structure that is greater than 10 square metres;
- Construct or place a free-standing structure that is 10 square metres or less and contains plumbing and/or is attached to another structure;
- Renovate, repair or add to an existing structure, deck or accessory building;
- Demolish or remove all or portion of an existing structure;
- Change the use of an existing structure;
- Construct new, enclose, or add to existing balcony, ramp, or deck;
- Repair structural components of a balcony or deck (includes railings);
- Construct or repair a foundation or alter/repair the drainage layer/moisture membrane around a foundation;
- Install, change, or remove interior partitions and load-bearing walls;
- Create new openings or change size of openings for doors and windows;
- Install or modify heating, or plumbing systems;
- Construct or repair chimney;
- Install an indoor or outdoor solid fuel burning appliance;
- Install a pool (includes temporary pools);
- Erect signage covered under the building code;
- Insulate exterior walls before siding; or
- Re-roof using a specialized roofing product.

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

It is illegal to start work without a permit. Anyone who starts work without a building permit is in contravention of the Municipal Building By-Law 13-028 and the *Building Code Act* and could be subject to serious financial and legal consequences.

Owners or their authorized agents are required to submit a separate building permit application for each structure to be constructed or demolished.

A Building Permit is Not Required to:

- Replace existing same-size doors and windows;
- Construct any detached accessory storage structure less than 15 square metres (161.5 square feet) without plumbing in size. However, these structures must be for residential use only, must not be attached to any other structure, must be one-storey, must comply with other applicable by-laws (e.g. zoning) and regulations, and contain no plumbing;
- Replace roofing material or exterior cladding (unless structural work or insulation is added, or separation distance to property line is less than 2 metres, or the roofing material is a specialized product requiring approvals for use in Ontario ie. BMEC, CCMC, BCC, or alternative solution);
- Replace a floor or ceiling with no fire resistance rating;
- Install eaves trough;
- Paint or decorate;
- Install or replace kitchen or bathroom cabinetry with no plumbing re-location;
- Replace plumbing fixtures (e.g. sink, toilet), unless moving location;
- Erect a fence (unless it will surround a swimming pool, or is higher than 8');
- Install, replace or alter electrical fixtures (inspection by the Electrical Safety Authority may be required).

APPLICATION & PERMIT PROCESS

1. Before submitting an application, applicants are encouraged to consult Township staff regarding any work that may require a permit to discuss details of the proposed construction or demolition; conformity with the Official Plan, Zoning By-Law and Ontario Building Code; information and documents required; approvals from the Department and other agencies; and the application process.
2. Applications and any required supporting information/documents as set forth in this guide shall be submitted to the Department. In the absence of this supporting material, it may not be possible to do a complete review within the legislated time frame for making a decision.
3. A non-refundable administration fee is paid when the application is submitted and will be deducted from the final permit fee.

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

4. The application is reviewed by the CBO. The applicant will be notified if the CBO requires additional supporting material.
5. Once a building permit application has been approved, the owner or their authorized agent will be notified by the Department. Construction or demolition may only begin once the permit is issued. The permit is considered 'issued' upon pick up and receipt of the required fees.
6. Required inspections are indicated on the building permit placard. It is the responsibility of the owner or their authorized agent to call for the required inspections as construction progresses. 48 hours notice is required for inspections not including the day the request is made, weekends or statutory holidays.
7. Once the project is 'complete', a final certificate may be issued.
8. Occupancy permits are required prior to Occupancy of any residential dwelling.

POSSIBLE APPROVALS REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE

Township Planning Approval:

All structures and buildings within the Township must conform to Zoning By-Law 07-079. If the proposed construction does not conform, the size or location of the proposed structure shall be revised and/or zoning approval(s) shall be obtained. A building permit can not be issued until zoning approval(s), if required, is obtained.

Cataraqui Region Conservation Authority (CRCA):

Depending on the location of the property and associated development, a permit may be required from the CRCA. You may require a permit from the CRCA if your project is:

- In the channel of a watercourse or municipal drain, or in a waterbody or in a wetland;
- Within 6 m of a floodplain;
- Within 50 m of the high water mark of a watercourse or waterbody, even if it only flows part of the year;
- Within 120 m of a provincially significant wetland; or
- Within 30 m of all other wetlands greater than 0.5 hectare.

Visit the CRCA's website for further regulated areas. The applicant is responsible for contacting the CRCA to determine whether or not a permit is required. A building permit cannot be issued until you have submitted a copy of the CRCA permit, if required, to the Department.

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

Leeds, Grenville & Lanark District Health Unit:

Approval may be required from the Health Unit if your project includes:

- An existing sewage system permit with the Health Unit issued prior to October 1, 2022. These permits will be followed through to completion by the Health Unit;
- Installing a commercial kitchen;

The applicant is responsible for contacting the Health Unit to determine whether or not approval is required. A building permit cannot be issued until you have submitted a copy of the Health Unit approval, if required, to the Department.

St. Lawrence Parks Commission:

If your property is located within 150 ft of, or fronts or backs onto, the 1000 Islands Parkway, you may require a permit from the SLPC for your proposed project. The applicant is responsible for contacting the SLPC to determine whether a permit is required.

Other Agencies:

The Township may require additional approvals from the following agencies to ensure conformity with other applicable laws:

- Ministry of the Environment, Conservation and Parks
- Ministry of Northern Development, Mines, Natural Resources & Forestry
- Ministry of Transportation
- Department of Fisheries and Oceans

FEES & ASSOCIATED COSTS

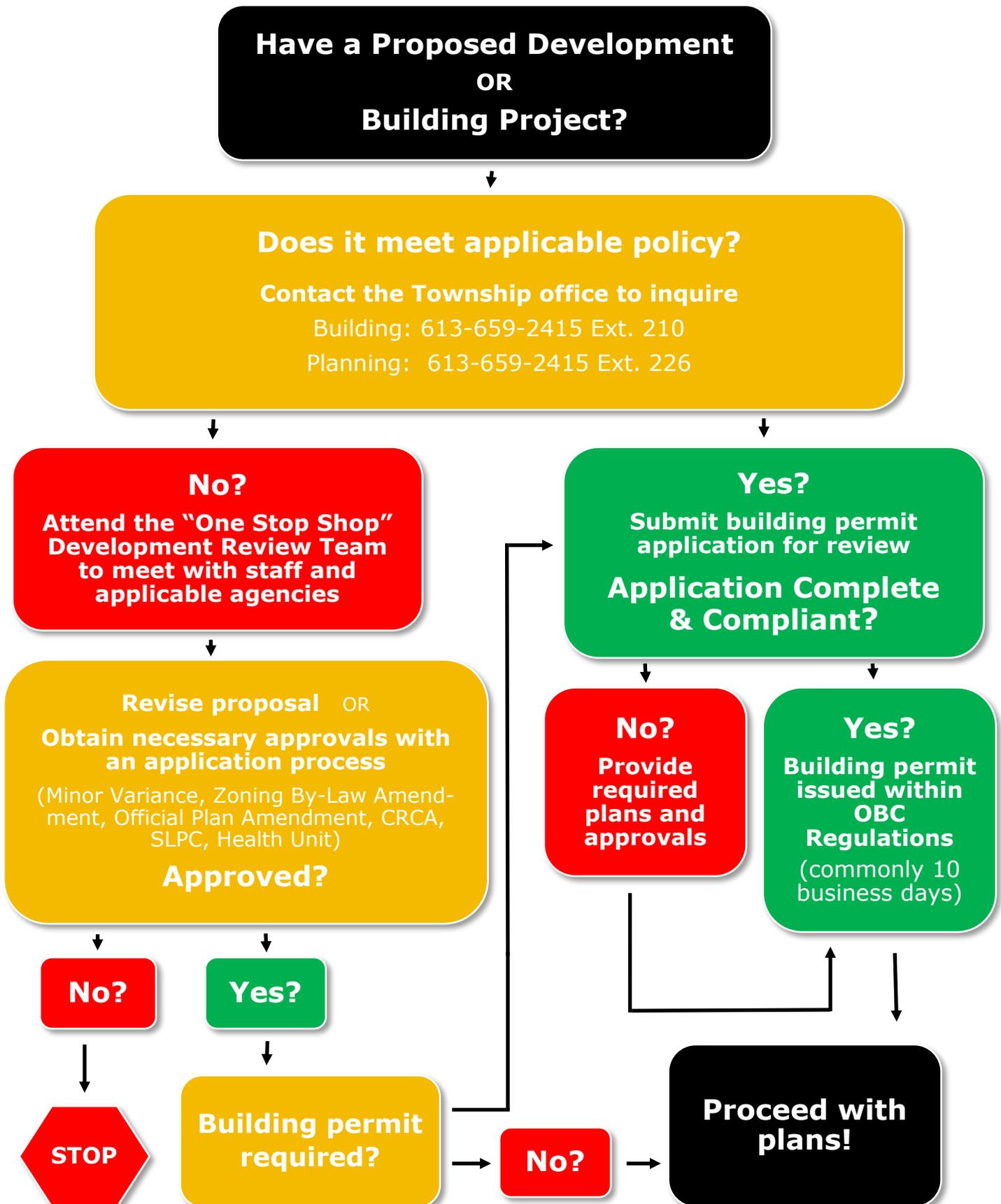
Township of Leeds and the Thousand Islands: The application and permit fees as set out in the Township's Fees By-Law is based upon estimated project value, calculation of staff time, mileage to travel to the site, file storage costs, and general administration of the process. The administration fee must be submitted with a complete application in order for the application to be accepted by the Township. The permit fees (less the administration fee) must be paid once the permit is issued. The administration fee is non-refundable. In the case of a withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the CBO shall determine the amount of paid permit fees that may be refunded to the applicant, if any.

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

CLASS OF PERMIT	PERMIT FEES (minimum \$150.00)	
Administration fee to file building permit to construct with construction value < \$30,000	\$150.00	* Administration fees will be deducted from building permit fee
Administration fee to file building permit to construct with construction value > \$30,000	\$500.00	
Residential (attached garages, decks, etc.)	\$17.55 per \$1,000 of project value	
Agricultural	\$12.40 per \$1,000 of project value	
Commercial/Industrial/Institutional	\$18.80 per \$1,000 of project value	
Accessory Structure	\$15.50 per \$1,000 of project value	
Heating/Ventilation/Air Conditioning Systems	\$11.00 per \$1,000 of project value	
Plumbing	\$11.00 per \$1,000 of project value	
Solar Panels	\$11.00 per \$1,000 of project value	
Swimming Pool (not including deck)	\$150.00	
Solid Fuel Appliance (including WETT certificate)	\$150.00	
Heat Pump	\$150.00	
Demolition	\$150.00	
Change of Use	\$215.00	
Temporary Tents	\$150.00	
Transfer Ownership (no change of original plan)	\$150.00	
Occupancy/Final Permit Certificate (if requested for property sale)	\$150.00	
Annual permit renewal	\$150.00	
File search	\$60.00 per hour	
Refundable Deposit (Construction value > \$50,000)	\$600.00	
Inspection Request/Extra Required/Not Ready	\$150.00	
Septic Re-inspection	\$150.00	
Alternate Solutions	\$1000.00 (plus any 3 rd party costs)	
Evaluation Amounts (for use of CBO to determine cost of construction)		
3 Season room/porch/veranda	Contractor price or \$57.35 per sq. ft	
Commercial/Industrial/Institutional	Contractor price or \$105.52 per sq. ft	
Covered Deck	Contractor price or \$31.50 per sq. ft	
Deck	Contractor price or \$17.20 per sq. ft	
Farm Building	Contractor price or \$34.41 per sq. ft	
Garage/Shed/Accessory Structure	Contractor price or \$34.41 per sq. ft	
Residence – 1 st Floor	Contractor price or \$172.04 per sq. ft	
Residence – All other floors	Contractor price or \$137.63 per sq. ft	
** Construction started without a permit shall be doubled (minimum \$500)		

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

Planning and Development Approval Processes



APPLICATION REQUIREMENTS

Necessary for an application to be deemed 'complete'

- Complete Application Form** (use blue or black ink only, do not use pencil)
- Application Administration Fee**
- Plot Plan** (use blue or black ink only, do not use pencil). Drawing shall include:
 - Property boundaries and dimensions, including the high water mark (if applicable);
 - Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from the front, rear and side lot lines and distance between existing and proposed building and structures;
 - Location of existing or proposed septic system and drilled/dug well on site;
 - Approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, swales, drainage ditches, river or stream banks, wetlands, wooded areas, barns, sand pits, quarries, retaining walls, wells and septic tanks, tile beds, utilities (hydro, gas, phone, overhead and underground)
 - Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, right-of-way
 - If access to the subject land is by water only, the location of the parking and docking facilities to be used
 - Topographical features (steep slopes, rock outcroppings, low-laying areas, etc.) that may affect drainage patterns on and off site.
 - Location and nature of any easement affecting the subject land.
 - Location of agricultural buildings capable of housing animals on a feed lot within 1000 m of the proposed lot.
- Full Sets of Construction Plans*** including but not limited to detailed foundation drawings, floor plans & elevation drawings for all sides, where new construction is proposed. A digital copy of constructions plans must be supplied for any documents over 11 in. X 17 in. No paper copies over 11 x 17 will be accepted.
- Schedule 1 Designer Information** to be completed by each individual who reviews and takes responsibility for design activities with respect to the project (i.e. designer or owner)
- Schedule 3 Minimum Distance Separation Formulae** for new livestock facility or addition(s) to existing livestock facility or construction of new home within 1000 meters of a livestock facility
- Energy Efficiency Design Summary Form** for new home construction or an addition(s) to existing home

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

- Authorization Form** signed by a registered owner of the property when an Agent is acting on behalf of the owner
- Civic Address Form** (if developing lot without a civic address)
- Copy of Property Transfer / Deed of Land** (if property purchased less than 1 year ago)
- Copy of Entrance Permit** (for development on a lot where an entrance permit has not been previously issued)
- Copy of planning approval decision(s)** (if required)
- Copy of CRCA Permit** (if required)
- Copy of Septic Permit** (if required)
- Copy of SLPC Permit** (if required)
- Copy of MTO permit** (if required)
- Copy of Permits from other Agencies** (if required)
- Copy of Tarion number** for Contractor or builder

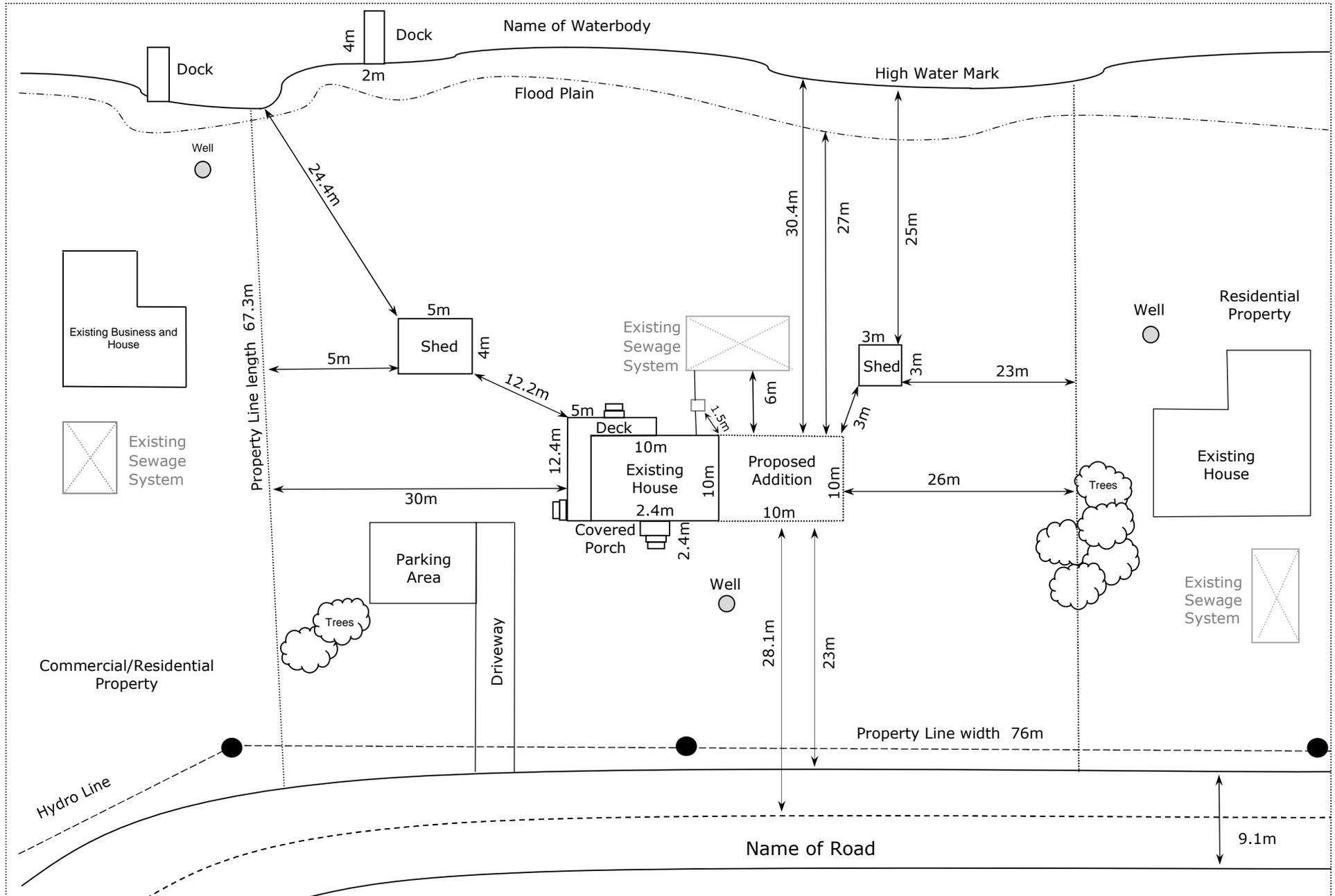
* 1 full set of digital construction plans must be provided if paper size exceeds 11 inches x 17 inches. No paper copies over 11 in. x 17 in. will be accepted. All plans must show the owner's name, municipal address of the subject land, drawing title and number, date, scale and dimensioned, and north symbol clearly marked. Plans drawn in pencil will not be accepted. If the plans are designed by the property owner, then the following statement is required on each page of the plans: "I have reviewed and take responsibility for the design activities in these plans and this document contains # of pages". Print name, date and sign.

** As of September 1, 2021, all new dwellings, additions, and commercial buildings require radon mitigation as per SB-9.

Required to be submitted during construction at certain stages:

- Heating, Ventilation, Air Conditioning (HVAC) Design** for additions and for new home construction
- Heat Loss/Gain Calculations** for new home construction
- Engineered stamped truss, floor joist and LVL drawings.
- Engineering review if required by inspector.

Sample Plot Plan



GUIDE TO COMPLETING THE APPLICATION

Section A. Project Information Complete all applicable fields.

Section B. Purpose of Application Indicate if proposed work is new construction, addition, alteration/repair, demolition or conditional permit*, proposed use of building and current use (if applicable) and provide brief description of proposed work.

* Conditional permit – a conditional permit may be issued for any stage of construction if the Chief Building Official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted.

Section C. Applicant Provide mailing address and contact information of property owner or authorized agent of the owner. * If applicant is not the owner of the property, Section M must also be completed.

Section D. Owner Provide mailing address and contact information of property owner if different from applicant.

Section E. Builder Provide mailing address and contact information of builder (optional).

Section F. Tarion Warranty Corporation Only applies to new home construction. If new home will be registered with Tarion, provide registration number.

Section G. Required Schedules Only Schedule 1 required. See information below for Schedule 1.

Section H. Completeness and Compliance Translation of legalese:

- i) Application has been completed by property owner or authorized agent of the owner and all applicable fields have been completed.
All required fees will be paid upon application submission and permit issuance.
- ii) Application is accompanied by construction drawings and/or project specifications.
- iii) Application is complete and is accompanied by documents which will demonstrate to the Chief Building Official that the proposed building, construction or demolition will not contravene any applicable laws, to the best of your knowledge.
- iv) The proposed building, construction or demolition will not contravene any applicable laws, to the best of your knowledge.

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

Section I. Declaration of Applicant To be completed by applicant. Print name, date and sign.

Section J. Heritage Designation For alteration/repair/renovation/demolition projects only, indicate whether building has been designated as a heritage building by either the Province or Municipality, followed by applicant's initials.

Section K. Minimum Distance Separation For construction of new dwellings and livestock facilities only. Indicate if an existing or proposed barn or livestock facility is within 1000 m of an existing or proposed dwelling. If yes, complete Schedule 3. Contact the Department to obtain the Schedule 3 form.

Section L. Approvals from Other Agencies Indicate if approvals from other agencies are required and if so, date approval was received from other agency.

Section M. Owner's Authorization If the application is being completed by someone other than the property owner, the owner must complete this section authorizing the applicant to make the application on their behalf.

Plot Plan As per sample plot plan above.

Schedule 1: Designer Information To be completed by each individual who reviews and takes responsibility for design activities with respect to the project (i.e. designer (individual or firm) or property owner). If plans are designed by the owner, complete Section A, B and D. Attention owners: for Section D, print name, check 3rd box, indicate "owner" as the basis for exemption from registration and qualification, date and sign.

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

COMMONLY REQUESTED CONTACT INFORMATION

Township of Leeds & the Thousand Islands

- Planning Technician, Amanda Werner-Mackeler **Ext. 203**
e. planningtechnician@townshipleeds.on.ca
- Building Clerk/Administrative Assistant, Nick Carter..... **Ext. 206**
e. buildingassistant@townshipleeds.on.ca
- Associate Planner **Ext. 226**
e. associateplanner@townshipleeds.on.ca
- Planner, Kyle Peel..... **Ext. 205**
e. planner@townshipleeds.on.ca
- Chief Building Official, Paul Nixon **Ext. 210**
e. cbo@townshipleeds.on.ca
- Building Inspector, Ken Barrington **Ext. 259**
e. buildinginspector@townshipleeds.on.ca
- Building Inspector, Steve Miller **Ext. 230**
e. smiller@townshipleeds.on.ca
- Building Inspector, Trevor Riehl **Ext. 252**
e. triehl@townshipleeds.on.ca
- Director of Planning & Development, Marnie Venditti..... **Ext. 212**
e. directorplanning@townshipleeds.on.ca
- By-law Enforcement & Education Officer, Nicole Shorts **Ext. 218**
e. bylawenforcement@townshipleeds.on.ca
- Building Inspection Bookings
e. buildinginspections@townshipleeds.on.ca

Local Agencies

- Cataraqui Region Conservation Authority (CRCA) – Emily Su **Ext.258**
1641 Perth Road, Glenburnie, ON K0H 1S0.....1(613)546-4228/1(877)956-2722
www.crca.ca
- Land Registry Office - Brockville
https://www.onland.ca/ui/

Township of Leeds and the Thousand Islands
BUILDING PERMIT APPLICATION GUIDE

Leeds, Grenville & Lanark District Health Unit – Nancy Carpenter/Lyla Mallory
458 Laurier Blvd. Brockville, ON K6V 7A3 1(613)345-5685
www.healthunit.org

St. Lawrence Parks Commission
13740 County Rd. 2, Morrisburg, ON K0C 1X01(613)543-3704/1(800)437-2233
www.parks.on.ca

United Counties of Leeds & Grenville
25 Central Ave. W. Ste. 100, Brockville, ON K6V 4N6 1(613)342-3840/
1(800)770-2170
www.leedsgrenville.com

Ministry of Transportation – Eastern Region – Stephen Kapusta
1355 John Counter Blvd., Postal Bag 4000, Kingston, ON K7L 5A31(613)545-4834
Stephen.Kapusta@Ontario.ca

Other

Department of Fisheries & Oceans1(519)383-1813/1(866) 290-3731
www.dfo-mpo.gc.ca

Electrical Safety Authority (ESA) 1(877) 372-7233
www.esasafe.com

Hydro One..... 1(888) 664-9376
www.hydroone.com

Ministry of the Environment & Climate Change.....1(613)549-4000/1(800) 267-0974
www.ene.gov.on.ca

Ministry of Northern Development, Mines, Natural Resources & Forestry
(613) 531-5700
https://www.ontario.ca/page/ministry-northern-development-mines-natural-resources-forestry

Ministry of Labour1(613) 545-0989/1(800) 267-0915
www.labour.gov.on.ca

Ontario New Home Warranty Program (Tarion) 1(877) 982-7466
www.tarion.com

TransNorthern (pipeline) 1(800) 400-2255/Emergency 24 hr line 1(800) 361-0608
www.tnpi.ca

Ontario One Call (call before you dig)1(800) 400-2255
www.on1call.com

Municipal Property Assessment Corporation (MPAC)..... 1(613) 342-3296
www.mpac.ca