



Township of
Leeds and the
Thousand Islands

Indoor & Outdoor Solid Fuel Burning Appliance

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 building permit application
- Schedule 1: Designer Information form (attached) or engineered drawings
- Copy of Deed/Land Transfer (if applicant is not registered owner on file) OR Agent Authorization Form (required if the property owner is not submitting the application)
- Plot plan indicating the following:
 - Property address;
 - Dimensions and area of the property;
 - Location and square footage of all existing structures on the property;
 - Location of any overhead wires on the property
 - Location of septic tank and tile bed and distance from proposed tent
 - Site plans may be hand drawn but must be clear and drawn to scale.
- Details of expected occupant load to determination of the number of bathrooms required if applicable.

Ontario Building Code Requirements

Referenced in 3.14 and 9.1.1.4

Tents **under 60 sq. m** do not require permits under Div. C 1.3.1.1

Tents **between 60 and 225 sq. m** that are unenclosed with side walls must meet 3.14.1.2 and must;

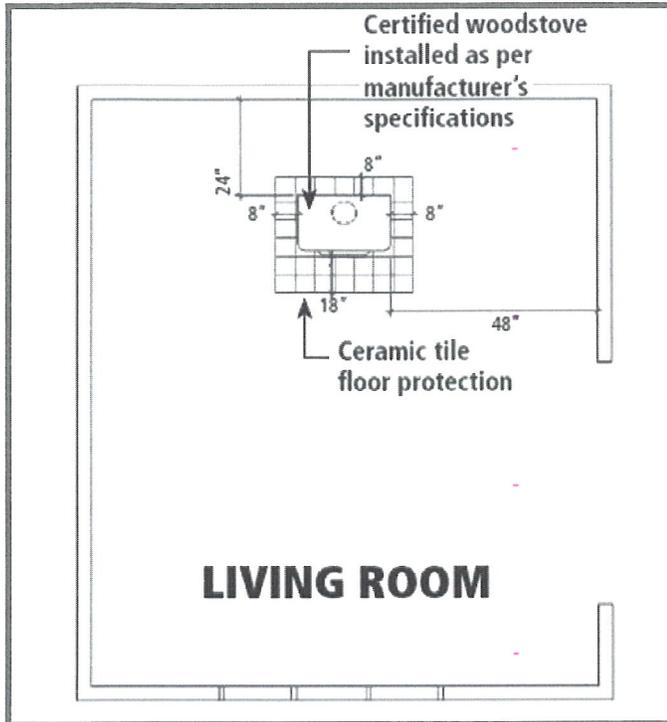
- A) Must be 3m apart and 3m from property lines
- B) Must be unenclosed with side walls
- C) Must be under 225 sq. m and have no bleachers inside
- D) Must have flame rating CAN/ULC S109 or NFPA 701

Enclosed tents must meet all of 3.14 including sanitary facilities.

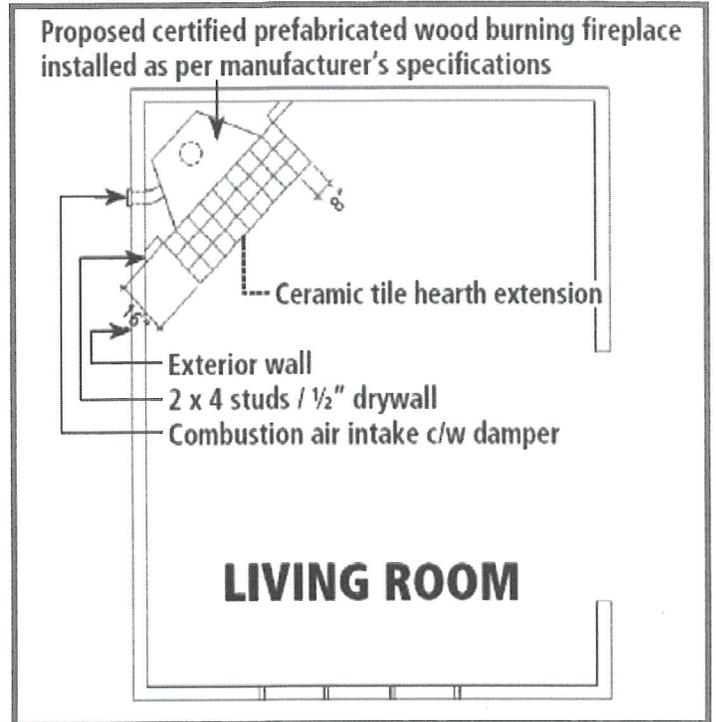
Tents over 225 sq. m must meet all of 3.14 and must be designed and reviewed by a Professional Engineer for the structure and anchorage

Sample Drawings

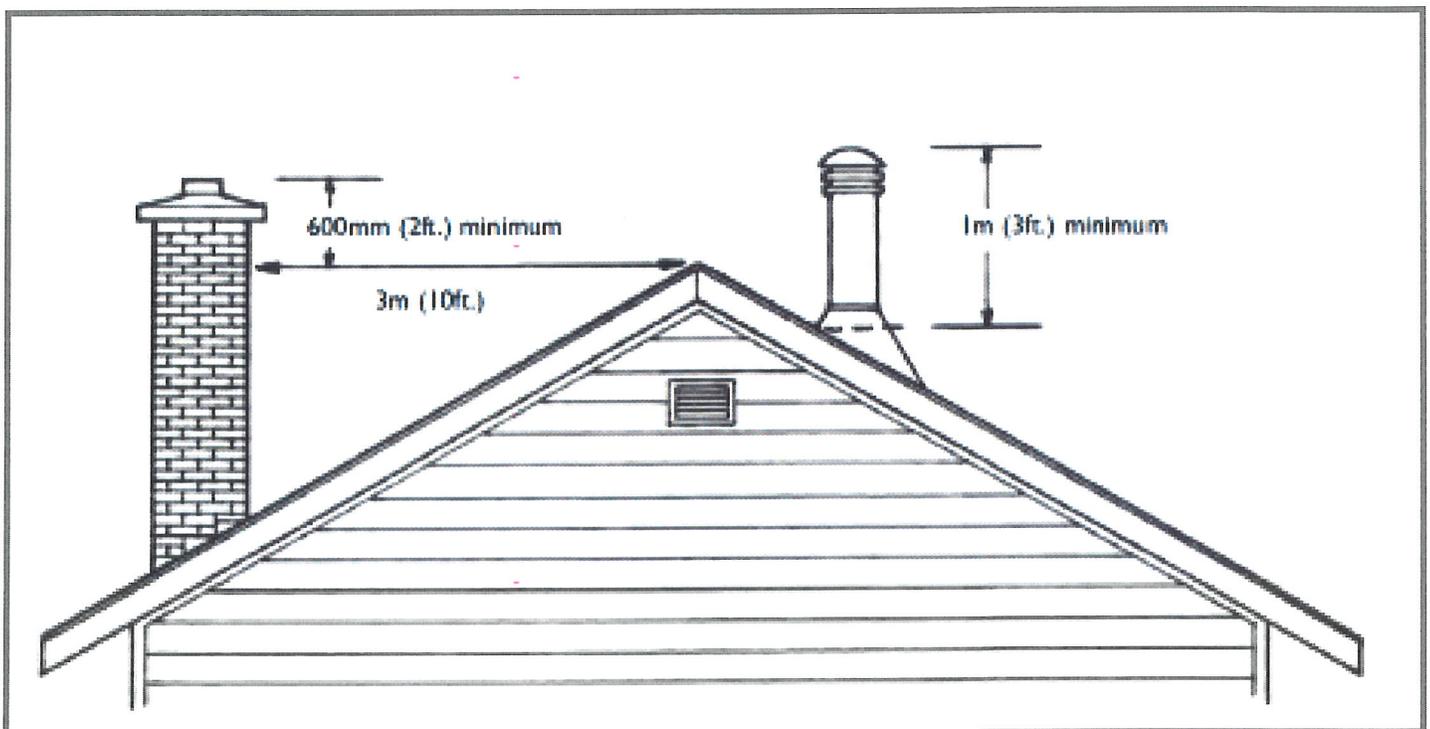
Woodstove Plan



Fireplace Plan



Chimney Height Plan



THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

BY-LAW NO. 90-01

A BY-LAW TO REGULATE OUTDOOR SOLID FUEL COMBUSTION APPLIANCES

WHEREAS the Municipal Act, R.S.O. 1990, Chapter M45, as amended, Section 210.140 authorizes Councils to pass by-laws for prohibiting and abating public nuisances;

NOW THEREFORE the Council of the Corporation of the Township of Leeds and the Thousand Islands enacts as follows:

1. Definitions:
 - a) "Outdoor solid fuel combustion appliance" shall mean a solid fuel burning appliance, which is used for the space heating of buildings, the heating of water or other such purpose; and which is located in a separate building or on the exterior of the building, which it serves.
 - b) "Waste" shall mean any material defined as waste in Section 25 of the Ontario Environmental Protection Act, R.S.O. 1990, Chapter E19,, as amended.
2. This by-law applies to all lands within the geographic limits of the Township of Leeds and the Thousand Islands.
3. Outdoor solid fuel combustion appliances shall be permitted on a lot which has a minimum lot area of 1.2 hectares (3 acres) and the unit shall be located/installed as follows:
 - (i) a minimum of 46 metres (150 feet) from all property lines;
 - (ii) such that the perimeter ground area around the unit to a distance of 3 metres (10 feet) minimum from the unit shall be of a non-combustible surface (i.e. gravel, sand, concrete pad);
 - (iii) the unit's chimney cap shall be fitted/equipped with a rain cap/spark arrester;
 - (iv) in accordance with a site location/installation as approved by the Chief Building Official or designate.
4. Notwithstanding the provisions of Clause 3, outdoor solid fuel combustion appliances are not permitted on any lot within a registered plan of subdivision or within a Village, Hamlet, Shoreline Residential, Island Residential or General Residential area as identified in the Township's Official Plans.
5. Where such installations are otherwise permitted in this By-law, there shall not be more than one (1) permitted per property in the Township, except:
 - a) More than one (1) outdoor solid fuel combustion appliance is permitted on a lot where it serves a permitted accessory dwelling or an agricultural building on lands, which are used primarily for agricultural purposes.
6. The installation of outdoor fuel combustion appliances shall be in compliance with the Ontario Building Code, the Ontario Fire Code, the manufacturer's installation instructions and all other applicable law.
7. No outdoor solid fuel combustion appliances shall be used for the incineration of waste or treated material.
8. Any person or persons who install, use or maintain an outdoor solid fuel combustion appliance in contravention of the provisions of this by-law, are upon conviction guilty of an offence and subject to a penalty pursuant to the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

9. Council may consider exceptions to this by-law after circulation of the proposed exception to Township staff (including the Chief Fire Official) and to abutting landowners within 120 metres of the subject site. Circulated land owners would have a reasonable opportunity to present comments to Council. There shall be an administrative fee of \$200.00 charged to the applicant for this process.
10. The installation of such unit shall require a permit to be issued by the Chief Building Official to ensure compliance with this By-law. The fees shall be as set out in the Township's Building By-law.
11. This By-law shall come into force and effect on the day of passing.

Read a First, Second and Third time and finally passed this 17th day of December 2001



REEVE



CLERK



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	
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• 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):			
(print name)			
<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:	

Sample Plot Plan

