



Township of
Leeds and the
Thousand Islands

Renovations & Additions

Building Permit Application and Information Guide

Municipal Office

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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.
- 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:
 - Details on size and depth of footings
 - Details on type and size of foundation
 - Framing details for floors, walls, and roofs
 - Insulation details such as type and R value
 - Vapour/air barrier details,
 - Location of smoke and CO alarms
- Energy Efficiency Design Summary (EEDS) Form to be completed (using Tables 3.1.1.11) for Additions
- 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

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
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				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is: Owner or 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 (if known)				
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. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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				
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). 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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Applicable Law Requirements

J. Municipal Contact List Authorization

Owners, Applicants and Builders understand and agree that their personal information, including email addresses and phone numbers, will be added to the Municipality's Contact List. Yes No

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]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
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>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>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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. <p style="text-align: center;"> _____ Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). 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 Professional Engineers Ontario.

Plot Plan

****Required for all new construction and demolitions****

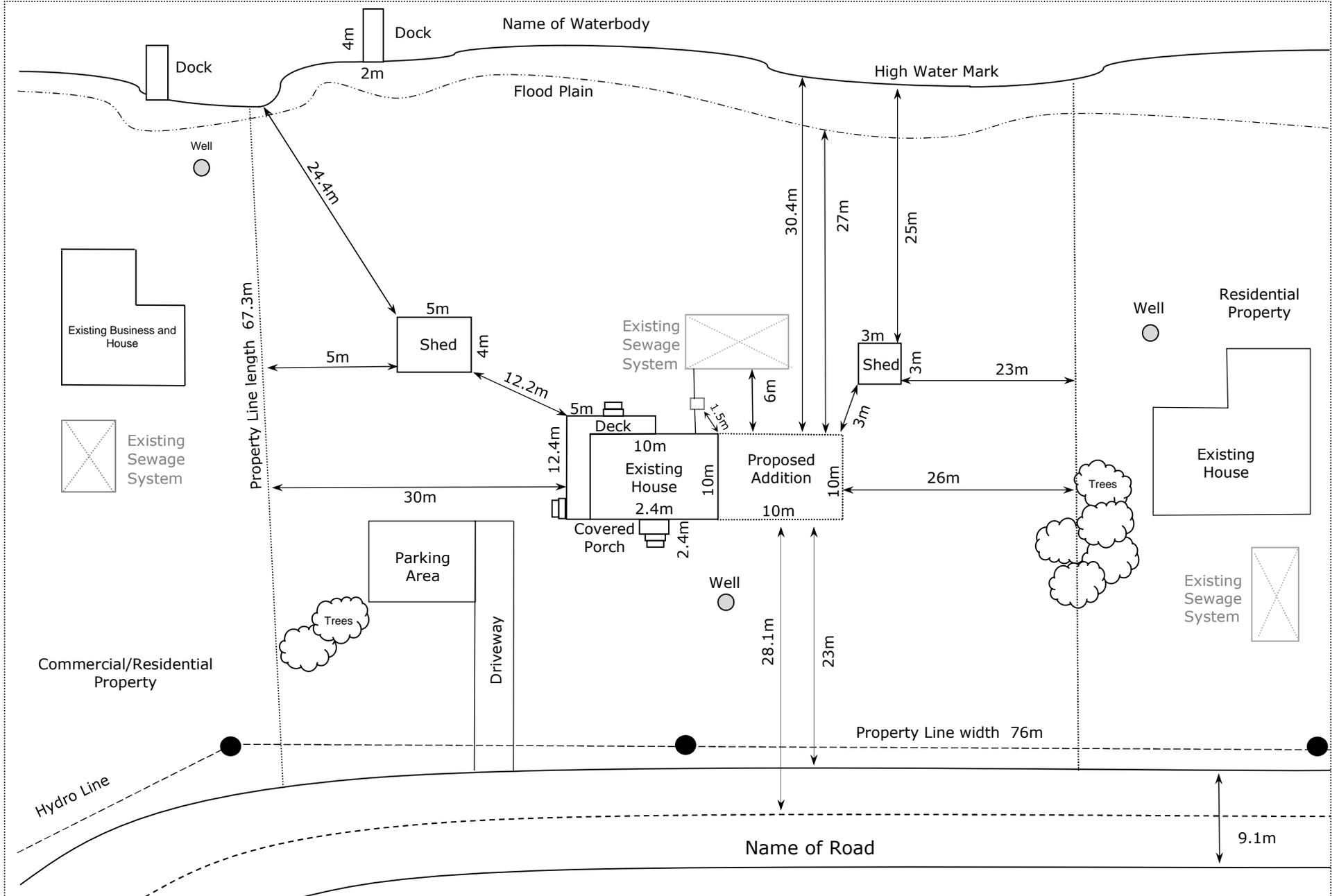
All structures and buildings in the Municipality must conform to the Township's Zoning By-Law as it is applicable law. In order to ensure that the proposed structure is in compliance with the Zoning By-Law, a complete plot plan with the following information is required for review:

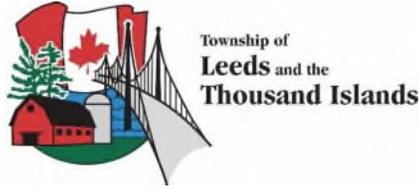
Plot Plan Check List - Property Information	
<input type="checkbox"/> Dimensions of the property	<input type="checkbox"/> Dimensions and area of existing and proposed structures
<input type="checkbox"/> Location of existing or proposed septic system and well	<input type="checkbox"/> Height of the proposed 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





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.

3.1.1.10. Minimum Thermal Resistance of Doors

- (1) Except as provided in Sentence (2) and except for doors in enclosed unheated vestibules and cold cellars, and except for glazed portions of doors, all doors that separate heated space from unheated space shall have a thermal resistance of not less than RSI 0.7 where a storm door is not provided.
- (2) One exterior door system, with a single or multiple leaf door, that does not comply with Sentence (1) is permitted for each *dwelling unit*.
- (3) All doors that separate heated space from unheated enclosed spaces shall have an insulated core and be installed with weatherstripping.

3.1.1.11. Additions to Existing Buildings

- (1) Except as provided in Sentences (2) and (3), an addition to an existing *building* shall comply with
 - (a) one of the applicable compliance packages in Article 3.1.1.2. or 3.1.1.3. in accordance with this Subsection, or
 - (b) Sentences 3.1.1.1.(7) to (9), except that the Tables referenced in Sentences 3.1.1.1.(7) and (8) are permitted to be substituted with Table 3.1.1.11.
(See Appendix A.)
- (2) For the purpose of Sentences 3.1.1.1.(7) to (9) and Subsection 3.1.2., the addition may be considered independently or in combination with the existing *building*, regardless of the thermal characteristics of the existing *building* envelope.
(See Appendix A.)
- (3) A one-storey sunroom addition to an existing *building* shall be deemed to be in compliance with Articles 3.1.1.2. and 3.1.1.3. and Subsection 3.1.2., provided that the *overall coefficient of heat transfer* of
 - (a) doors, windows and walls has a maximum U-Value of
 - (i) 1.4 if the *building* does not use *electric space heating*, and
 - (ii) 1.2 if the *building* uses *electric space heating*, and
 - (b) roofs and skylights has a maximum U-Value of 2.6.
(See Appendix A.)

Table 3.1.1.11. (SI)
Thermal Performance Requirements for Additions to Existing Buildings⁽³⁾
Forming Part of Sentence 3.1.1.11.(2)

Component	Thermal Values ⁽⁷⁾	Compliance Package		
		Zone 1	Zone 2	Electric Space Heating
		Less than 5000 Degree Days	5000 or more Degree Days	Zones 1 and 2
Ceiling with Attic Space	Min. Nominal RSI ⁽¹⁾	10.56	10.56	10.56
	Max. U ⁽²⁾	0.096	0.096	0.096
	Min. Effective RSI ⁽²⁾	10.43	10.43	10.43
Ceiling Without Attic Space	Min. Nominal RSI ⁽¹⁾	5.46	5.46	5.46
	Max. U ⁽²⁾	0.205	0.205	0.205
	Min. Effective RSI ⁽²⁾	4.87	4.87	4.87
Exposed Floor	Min. Nominal RSI ⁽¹⁾	5.46	5.46	5.46
	Max. U ⁽³⁾	0.190	0.190	0.190
	Min. Effective RSI ⁽³⁾	5.25	5.25	5.25
Walls Above Grade	Min. Nominal RSI ⁽¹⁾	3.34 + 0.88 ci	3.87 + 1.32 ci	3.87 + 1.76 ci
	Max. U ⁽³⁾	0.280	0.238	0.215
	Min. Effective RSI ⁽³⁾	3.58	4.21	4.65
Basement Walls ⁽⁶⁾	Min. Nominal RSI ⁽¹⁾	3.52 ci	3.52 ci	3.52 ci
	Max. U ⁽⁴⁾	0.269	0.269	0.269
	Min. Effective RSI ⁽⁴⁾	3.72	3.72	3.72
Heated Slab or Slab ≤ 600 mm Below Grade	Min. Nominal RSI ⁽¹⁾	1.76	1.76	1.76
	Max. U ⁽⁴⁾	0.510	0.510	0.510
	Min. Effective RSI ⁽⁴⁾	1.96	1.96	1.96
Edge of Below Grade Slab ≤ 600 mm Below Grade	Min. Nominal RSI ⁽¹⁾	1.76	1.76	1.76
Windows and Sliding Glass Doors	Max. U ⁽⁵⁾	1.6	1.4	1.4
	Energy Rating	25	29	29
Column 1	2	3	4	5

Notes to Table 3.1.1.11. (SI):

- (1) The values listed are minimum Nominal RSI-Values for the thermal insulation component only.
- (2) U-Value and *effective RSI value* shall include entire ceiling assembly components, from interior air film to vented space air film above insulation.
- (3) U-Value and *effective RSI value* shall include entire exposed floor or above grade wall assembly components, from interior air film to exterior air film.
- (4) U-Value and *effective RSI value* shall include entire *basement* wall or slab assembly components and interior air film.
- (5) U-Value is the *overall coefficient of heat transfer* for a window assembly, sliding glass door assembly or skylight assembly expressed in $W/(m^2 \cdot K)$.
- (6) In the case of *basement* wall assemblies, where RSI 3.52 ci is required RSI 2.11 + 1.76 ci is permitted to be used or vice versa; or where RSI 2.11 + 0.88 ci is required, RSI 2.64 ci is permitted to be used or vice versa.
- (7) Nominal and *effective RSI values* are expressed in $(m^2 \cdot K)/W$. U-Values are expressed in $W/(m^2 \cdot K)$.

Table 3.1.1.11. (IP)
Thermal Performance Requirements for Additions to Existing Buildings⁽³⁾
Forming Part of Sentence 3.1.1.11.(2)

Component	Thermal Values ⁽⁷⁾	Compliance Package		
		Zone 1	Zone 2	Electric Space Heating
		Less than 5000 Degree Days	5000 or more Degree Days	Zones 1 and 2
Ceiling with Attic Space	Min. Nominal R ⁽¹⁾	60	60	60
	Max. U ⁽²⁾	0.017	0.017	0.017
	Min. Effective R ⁽²⁾	59.22	59.22	59.22
Ceiling Without Attic Space	Min. Nominal R ⁽¹⁾	31	31	31
	Max. U ⁽²⁾	0.036	0.036	0.036
	Min. Effective R ⁽²⁾	27.65	27.65	27.65
Exposed Floor	Min. Nominal R ⁽¹⁾	31	31	31
	Max. U ⁽³⁾	0.034	0.034	0.034
	Min. Effective R ⁽³⁾	29.80	29.80	29.80
Walls Above Grade	Min. Nominal R ⁽¹⁾	19 + 5 ci	22 + 7.5 ci	22 + 10 ci
	Max. U ⁽³⁾	0.049	0.042	0.038
	Min. Effective R ⁽³⁾	20.32	23.90	26.40
Basement Walls ⁽⁶⁾	Min. Nominal R ⁽¹⁾	20 ci	20 ci	20 ci
	Max. U ⁽⁴⁾	0.047	0.047	0.047
	Min. Effective R ⁽⁴⁾	21.12	21.12	21.12
Heated Slab or Slab ≤ 600 mm Below Grade	Min. Nominal R ⁽¹⁾	10	10	10
	Max. U ⁽⁴⁾	0.090	0.090	0.090
	Min. Effective R ⁽⁴⁾	11.13	11.13	11.13
Edge of Below Grade Slab ≤ 600 mm Below Grade	Min. Nominal R ⁽¹⁾	10	10	10
Windows and Sliding Glass Doors	Max. U ⁽⁵⁾	0.28	0.25	0.25
	Energy Rating	25	29	29
Column 1	2	3	4	5

Notes to Table 3.1.1.11. (IP):

- (1) The values listed are minimum Nominal R values for the thermal insulation component only.
- (2) U-Value and effective R value shall include entire ceiling assembly components, from interior air film to vented space air film above insulation.
- (3) U-Value and effective R value shall include entire exposed floor or above grade wall assembly components, from interior air film to exterior air film.
- (4) U-Value and effective R value shall include entire *basement* wall or slab assembly components and interior air film.
- (5) U-Value is the *overall coefficient of heat transfer* for a window assembly, sliding glass door assembly or skylight assembly expressed in Btu/(h•ft²•F).
- (6) In the case of *basement* wall assemblies, where R20 ci is required R12 + 10 ci is permitted to be used or vice versa; or where R12 + 5 ci is required, R15 ci is permitted to be used or vice versa.
- (7) Nominal and effective R values are expressed in (h•ft²•F)/Btu. U-Values are expressed in Btu/(h•ft²•F).