



Township of  
**Leeds** and the  
**Thousand Islands**

# Swimming Pool

## 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](http://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](mailto:cbo@townshipleeds.on.ca)

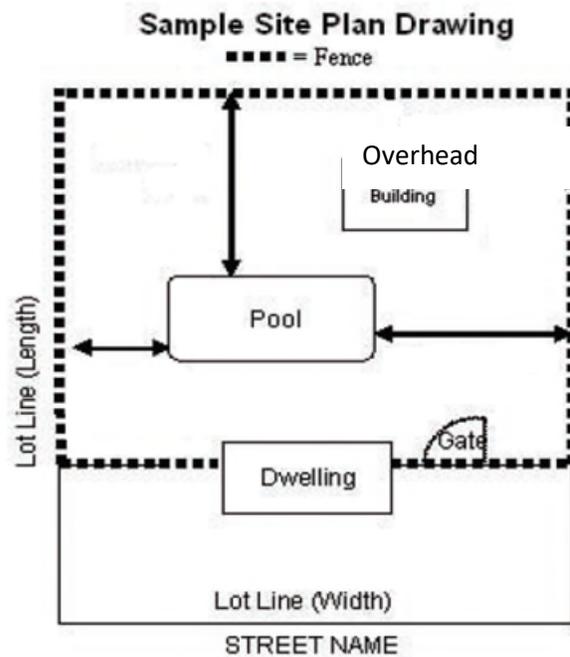
# Building Permit Application Checklist

## Items Required for a Complete Building Application Submission

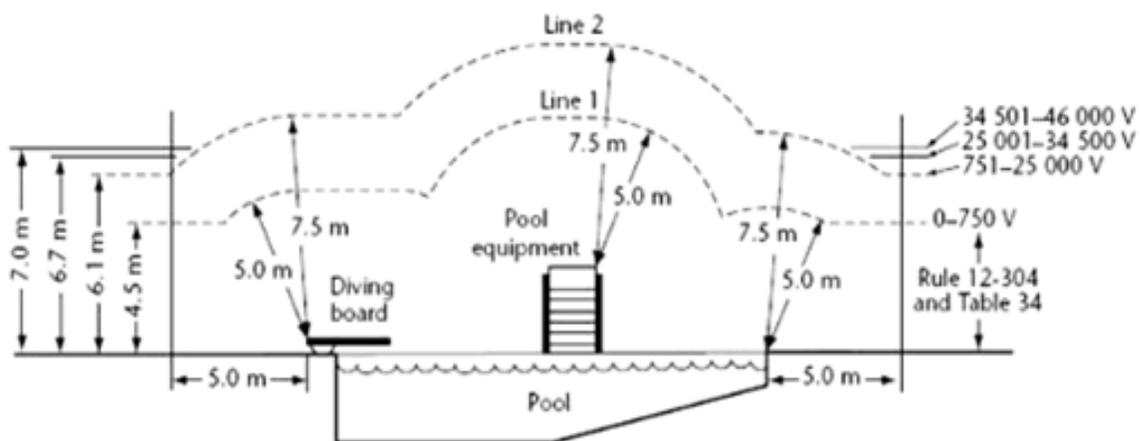
- Complete building permit application
- Schedule 1: Designer Information form - required if deck is part of application (attached)
- Copy of Deed/Land Transfer (if not registered owner on file)
- Agent Authorization form (required if the property owner is not submitting the application)
- Approvals from agencies considered "applicable" law such as:
  - CRCA (Cataragui Region Conservation Authority)  
Emily Su: 613-546-4228 ext. 258
  - Leeds Grenville and Lanark Health Unit  
Nancy Carpenter: 613-345-5685 ext. 5685
  - United Counties of Leeds and Grenville 1-613-342-3840
- Permits/Approvals may also be required from:
  - The St. Lawrence Parks Commission  
Stephanie Plumpton: 613-543-3704
  - Electrical Safety Authority - 1-877-372-7233
  - MNRF (Ministry of Natural Resources and Forestry) –  
613-531-5700
- 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 proposed pool and distances to property lines, fence, pool pump, and any existing structures
  - Location of fence and gates
  - Location of any overhead wires on the property
  - Location of septic tank and tile bed and distance from proposed pool
  - Site plans may be hand drawn but must be clear and drawn to scale.
- Fence details including type of fence (wood or chain link) and height showing compliance with the pool by-law 13-024

- If deck is part of the application, construction details of the deck are required in compliance with the "Residential Decks" package
- Pay all applicable fees according to the fees bylaw (attached)

**Sample Drawing:**



Overhead Wire Clearances



4-foot Chain link (max mesh size 1.5 inches) or wood fence in accordance with pool fence bylaw 13-024. Self closing and latching gates

**Schedule A to By-law Number 22-050**

**Schedule "C" To By-Law 21-061, As Amended  
Fees for Building Permits**

| <b>Type of Construction</b>  | <b>Value</b>  | <b>Proposed Amendment</b> | <b>2022 Fee</b> |
|--|---|---------------------------|-----------------|
| <b>Deposits</b>  |   |                           |                 |
| Non-Refundable Administration fee to file a building permit application (to be applied to permit fee if building permit is issued) | Value of Construction less than \$30,000  | <b>\$150</b>              | \$140           |
|  | Value of Construction \$30,000 or greater   | \$500                     | \$500           |
| Annual Permit Renewal (Including Septic)   |   | <b>\$150</b>              | \$120           |
| Change of Use Permit   | Flat Fee  | \$215                     | \$215           |
| Transfer Permit ( <b>no change in original plans</b> )   |   | <b>\$150</b>              | \$140           |
| Demolition Permit  |   | <b>\$150</b>              | \$140           |
| Temporary Tents  | Flat Fee  | <b>\$150</b>              | \$140           |
| <b>Conditional Building Permits</b>  |   |                           |                 |
| Administration Fee: to cover legal fees for agreement  | 10% of the required permit fee in addition to regular permit fee for construction, plus registration costs for agreement where required |                           |                 |
| <b>Securities for Conditional Building Permits</b>   |   |                           |                 |
| Residential  | 5% of estimated cost of Construction \$15,000 max   |                           |                 |
| Commercial   | 10% of estimated cost of Construction   |                           |                 |
| <b>Commercial</b> , Industrial, Institutional  | Per \$1,000 of value, minimum <b>\$150</b>  | \$18.80                   | \$18.80         |
| <b>Agricultural</b> Building   | Per \$1,000 of value, Minimum <b>\$150</b>  | \$12.40                   | \$12.40         |
| <b>Residential</b> (including renovations, building additions and decks)   | Per \$1,000 of value, Minimum <b>\$150</b>  | \$17.55                   | \$17.55         |
| Accessory residential buildings/structures   | Per \$1,000 of value, Minimum <b>\$150</b>  | \$15.50                   | \$15.50         |
| Swimming pools above ground/in-ground  | Flat fee plus deck  | <b>\$150</b>              | \$140           |

## Schedule A to By-law Number 22-050

### Schedule "C" To By-Law 21-061, As Amended Fees for Building Permits

| Type of Construction   | Value                                      | Proposed Amendment | 2022 Fee |
|--|--|--------------------|----------|
| Heating/Ventilation/Air Conditioning system (HVAC)           | Per \$1,000 of value, Minimum <b>\$150</b> | \$11               | \$11     |
| Heat Pump  | Per \$1,000 of value, Minimum <b>\$150</b> | <b>\$150</b>       | \$110    |
| Solar Panels   | Per \$1,000 of value, Minimum <b>\$150</b> | \$11               | \$11     |
| Solid Fuel Appliances (wood stove, chimney, outdoor furnace) |  | <b>\$150</b>       | \$140    |
| Plumbing Permit  | Per \$1,000 of value, minimum <b>\$150</b> | <b>\$150</b>       | \$110    |
| Occupancy/Final Permit                                       | Flat Fee if required for property sale     | <b>\$150</b>       | \$110    |
| File Searches  | Per Hour                                   | \$60               | \$60     |
| Limiting Distance Agreement                                  | Plus cost of legal review and registration | <b>\$500</b>       |          |

| Building Permit Deposits   | In addition to the permit fees, deposits shall be required in the following amount:  | Proposed Amendment | 2022 Fee |
|--|--|--------------------|----------|
| <b>Projects less than \$50,000</b>   | Deposits will be returned when final inspection is passed. Building Permit renewal fees may be deducted from deposit if final inspection is not completed in 4 years | <b>\$600</b>       | \$560    |
| *If the deposit is reduced to 0 a new deposit in the full amount is required to be provided prior to further inspections being booked. |  |                    |          |

**Schedule A to By-law Number 22-050**

**Schedule "C" To By-Law 21-061, As Amended  
Fees for Building Permits**

|  |   |   |                 |
|--|---|---|-----------------|
| <b>Infractions</b>   | If necessary, deductions shall be subtracted from required deposit fee as outlined below.       |   |                 |
|  |   | <b>Proposed<br/>Amendment</b>   | <b>2022 Fee</b> |
| Inspection Requested - not ready                                   | Per Occurrence  | <b>\$150</b>  | \$140           |
| Inspection - Not called for  | Per Occurrence  | <b>\$150</b>  | \$140           |
| Inspection - Extra required  | Per Occurrence  | <b>\$150</b>  | \$140           |
| Other  | Per Hour  | \$60  | \$60            |
| Alternative Solutions:   | Where a solution is required outside of the scope of the Building Code (plus third-party costs) | \$1000  | \$1000          |
| <b>Withdrawn Permit</b>  |   |   |                 |
| The fees that may be refunded if a permit application is withdrawn |   | No refund shall be made for amount less than the administration fee as included in this schedule and the administration fee is forfeited if the permit is cancelled or withdrawn. |                 |

|  |  |  |
|--|--|--|
| <b>For Any Construction Started Prior to Obtaining a Building Permit</b> | <b>Proposed Amendment</b>  | 2022   |
| The Building Permit Fee shall be double the normal fee                   | Minimum \$500. <del>to a maximum of additional \$2,500 above regular fee</del> | Minimum \$500 to a maximum of additional \$2,500 above regular fee |

**Schedule A to By-law Number 22-050**

**Schedule "C" To By-Law 21-061, As Amended  
Fees for Building Permits**

| <b>Evaluation Amounts for Determining Value of Construction</b> |   |                               |                 |
|---|---|-------------------------------|-----------------|
| <b>Type of Construction</b>                                     |   | <b>Proposed<br/>Amendment</b> | <b>2022 Fee</b> |
| <b>Residential</b>  |   |                               |                 |
| 1 <sup>st</sup> Floor   | Contractors Price or per square foot amount | <b>\$172.04</b>               | \$155.30        |
| All other floors  | Contractors Price or per square foot amount | <b>\$137.63</b>               | \$123.80        |
| 3 season sunroom, enclosed porch or veranda                     | Contractors Price or per square foot amount | <b>\$57.35</b>                | \$51.75         |
| Covered Deck  | Contractors Price or per square foot amount | <b>\$31.50</b>                | \$31.50         |
| Uncovered Deck  | Contractors Price or per square foot amount | <b>\$17.20</b>                | \$15.20         |
| Garage, Shed, Accessory Structure                               | Contractors Price or per square foot amount | <b>\$34.41</b>                | \$31.50         |
| <b>Commercial, industrial, institutional</b>                    |   |                               |                 |
|   | Contractors Price or Per Square Foot amount | <b>\$105.52</b>               | \$96.50         |
| Farm Building   | Contractors Price or Per Square Foot amount | <b>\$34.41</b>                | \$30.00         |

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

**Schedule A to By-law Number 22-050**

**Schedule "C" To By-Law 21-061, As Amended  
Fees for Building Permits**

| <b>Septic Permit and Review Fees</b>  |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
|   | <b>Proposed Fee</b>                   | Health Unit Fee                       |
| Sewage system permit  | <b>\$850</b>                          | \$721                                 |
| Tertiary sewage system permit   | <b>\$1,050</b>                        | \$798                                 |
| Permit Renewal/Revision with no inspection  | <b>\$150</b>                          | \$62                                  |
| Permit Renewal/Revision with site inspection  | <b>\$280</b>                          | \$206                                 |
| Permit Revision/change of installer   | <b>\$75</b>                           | \$62                                  |
| Septic Tank Replacement, alterations to existing system                                     | <b>\$450</b>                          | \$360                                 |
| Maintenance/performance/site inspection   | <b>\$250</b>                          | \$206                                 |
| Review of Planning Application: Minor Variances   | <b>\$215</b>                          | \$206                                 |
| Zoning Amendments   |                                       |                                       |
| Severance Applications/lot  | <b>\$475</b>                          | \$443                                 |
| *Multiple Severances more than 1 application on same property if submitted at the same time | <b>\$200</b>                          | \$180                                 |
| Subdivision Plan Review (non communal system)   | \$200/lot to max of \$5,000 + 13% HST | \$200/lot to max of \$5,000 + 13% HST |
| File Search   | <b>\$110</b>                          | \$103                                 |
| Permit to Decommission Septic System  | <b>\$150</b>                          |                                       |
| Review for Pool Installation  | <b>\$150</b>                          |                                       |

**THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE  
THOUSAND ISLANDS**

**BY-LAW NO. 13-024**

BEING A BY-LAW PRESCRIBING THE REGULATIONS FOR FENCES AND GATES AROUND PRIVATELY-OWNED OUTDOOR SWIMMING POOLS THERETO:

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**WHEREAS** Section 11 (3) of the Municipal Act, S.O. 2001, c. 25, authorizes a municipality to pass By-Laws respecting fences;

**AND WHEREAS** Section 130 of the Municipal Act authorizes a municipality to regulate matters related to health, safety and well being of the inhabitants of the municipality;

**AND WHEREAS** the Council of the Corporation of the Township of Leeds and the Thousand Islands deems it advisable to pass such a By-Law;

**NOW THEREFORE** the Corporation of the Township of Leeds and the Thousand Islands enacts as follows;

**Part 1: Title, Scope and Definitions:**

**1.1 Short Title:**

This By-Law may be cited as the "Swimming Pool By-Law".

**1.2 Scope:**

The provisions of this By-Law shall apply to all lands within the boundaries of the Corporation of the Township of Leeds and the Thousand Islands.

This By-Law shall not be effective to reduce or mitigate any restrictions lawfully imposed by a government authority having jurisdiction to make such restrictions.

**1.3 Definitions:**

1.3.1 ***Township*** means the Corporation of the Township of Leeds and the Thousand Islands.

1.3.2 ***Swimming Pool*** means any body of water located on privately owned property, contained wholly or in part by artificial means, in which the depth of water at any point exceeds 450 millimetres (18 inches) and is used or capable of being used for swimming, diving, wading or bathing.

1.3.3 ***Swimming Pool Permit*** means a permit issued by the Township's Chief Building Official.

1.3.4 ***Owner*** means the registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.

1.3.5 ***Chief Building Official*** means the person appointed under By-Law as the Township's Chief Building Official.

1.3.6 ***By-Law Officer*** means the person appointed under By-Law as the Township's By-Law Officer.

- 1.3.7 **Enclosure** means a fence, wall or other structure, including doors and gates, surrounding a privately owned outdoor swimming pool.
- 1.3.8 **Fence** means a barrier of chain link construction, vertical board construction, temporary construction, other materials and construction that will provide an equivalent degree of safety, or combination thereof.
- 1.3.9 **Temporary Construction Fence** means a fence consisting of 1.2 metres (4 feet) high plastic mesh fence having mesh openings not greater than 38 millimeters (1.5 inches), with a steel T-bar post every 3 metres (10 feet) maximum and a 9 gauge galvanized steel wire located at the top and bottom of such fence. A temporary fence shall be permitted during construction of a pool and must be replaced with a permanent enclosure prior to the pool being used.
- 1.3.10 **Gate** means a barrier forming part of the swimming pool enclosure of construction and height equivalent to or greater than that of the required swimming pool fence.

## **Part 2: Fence Requirements**

### **2.1 Filling of Swimming Pool**

No person shall place water in or cause water to be placed in a swimming pool, or allow water to remain therein unless a fence completely enclosing the entire swimming pool area has been constructed in accordance with this By-Law and is being maintained at all times in good condition.

### **2.2 Entrances**

- 2.2.1 All entrances to the swimming pool area which form part of the swimming pool fence, whether they be doors, windows or gates, shall be kept locked at all times except when the swimming pool is being supervised by a responsible adult person.
- 2.2.2 When a wall or portion thereof, of any building located on the same property as a swimming pool fence forms part of such fence, no entrances to the swimming pool area shall be permitted through such wall, unless such wall is located at least 1.2 metres (4 feet) from the nearest inside wetted surface of the swimming pool wall.

### **2.3 Temporary Construction Fence**

A swimming pool under construction shall be enclosed with a temporary construction fence as detailed herein except where the permanent swimming pool fence requirements have been met.

### **2.4 Minimum Height of Fence**

The height of a swimming pool fence above finished grade measured at any point along the fence at the exterior face shall be a minimum of 1.2 metres (4 feet).

## **2.5 Location of Fence**

- 2.5.1 A swimming pool fence shall be located not less than 1.2 metres (4 feet) from the nearest inside wetted surface of the swimming pool wall.
- 2.5.2 A swimming pool fence shall not be located closer than 1.2 metres (4 feet) to any condition that facilitates the climbing of the swimming pool enclosure, unless alternative measures are implemented to provide an equivalent level of safety as set out in this By-Law.

## **2.6 Clearance of Fence to Grade**

A maximum space of 50 millimetres (2 inches) is permitted between the bottom of a swimming pool fence and the finished grade.

## **2.7 Attachments to Exterior Face of Fence**

No member or attachment that could facilitate climbing shall be permitted on the exterior face of a swimming pool fence between 100 millimetres (4 inches) and 1.2 metres (4 feet) above grade.

## **2.8 Chain Link Fencing**

- 2.8.1 Mesh size shall not be greater than 38 millimetres (1½ inches) consisting of 12 gauge galvanized steel wire, or of 14 gauge steel wire covered with vinyl or other approved plastic, which would yield a total thickness equivalent to 12 gauge steel wire.
- 2.8.2 Galvanized steel supporting posts shall be spaced at a maximum of 3 metres (10 feet) and extended at least 1.2 metres (4 feet) below grade.
- 2.8.3 End posts and corner posts shall be a minimum of 49 millimetres (1⅞ inches) diameter encased in concrete at least 50 millimetres (2 inches) thick all around below grade when they are more than 15 metres (50 feet) from an end post, a corner post, or an intermediate post that is similarly encased.

## **2.9 Vertical Board and Vertical Fencing**

- 2.9.1 Vertical boarding shall be a minimum of 25 millimetres (1 inch) thick nominal attached to a top and bottom rail in such a manner as to not facilitate climbing from the outside. Such vertical boards shall not be less than 100 millimeters (4 inches) wide nominal and must be spaced not more than 100 millimetres (4 inches) apart.
- 2.9.2 Vertical boards shall be supported by posts at least 100 millimetres x 100 millimetres (4 inches x 4 inches) nominal, spaced not more than 2.4 metres (8 feet) apart. Such posts shall extend at least 1.2 metres (4 feet) into the ground and be securely embedded therein. The portion of the post below grade shall be treated with an approved wood preservative or be of pressure treated wood.
- 2.9.3 Top and bottom rails for vertical board fences shall be at least 50 millimetres x 100 millimetres (2 inches x 4 inches) nominal dimensions.
- 2.9.4 Spacing between vertical members of other vertical fencing types shall not exceed 100 millimetres (4 inches). Supporting posts shall be spaced at a maximum of 3 metres (10 feet) and extended at

least  
1.2 metres (4 feet) below grade or equivalent.

## **2.10 Swimming Pool Walls as Fence**

The provision of this By-Law requiring the erection of a fence may be omitted if the height of the swimming pool walls are more than 1.2 metres (4 feet) above the grade measured from the ground abutting such wall at any point around the pool and furthermore, each entrance to the pool is protected by a gate at least 1.2 meters (4 feet) high and having a self-closing and self-latching device at the top of the gate on the inside of the enclosure. The gate shall comply with provisions of this By-Law. If pool steps or ladders are used, a locking device to prevent climbing on the step or ladder shall be used to achieve the equivalent level of safety as the required gate.

## **2.11 Accessory Structures in Proximity to Fence**

Accessory buildings, accessory structures and pool equipment, including pumps and filters, that could be used to assist in gaining access to the pool shall be located a minimum of 1 metre (3 feet) from an approved enclosure to reduce access/climbing potential, unless they are located under a deck which has been enclosed in accordance with the provisions of this By-Law.

### **Part 3: Swimming Pool Fence Gate Requirements**

- 3.1 Gates shall be of construction and height equivalent to or greater than that of the required swimming pool fence.
- 3.2 Gates shall be supported on substantial hinges, shall be self-closing and shall be equipped with a self-latching device placed at the top and on the inside of the gate.
- 3.3 The inspector may require additional measures be taken to ensure that the self-latching device is not reachable from the exterior of the gate unless the self-latching device is located more than 1.2 meters (4 feet.) above finished grade.
- 3.4 The owner of every swimming pool shall ensure that every gate or door providing access to the swimming pool shall be kept locked at all times when a responsible person is not present and supervising the swimming pool.

### **Part 4: Hot Tubs, Whirlpools, and Spas**

- 4.1 Structures commonly referred to as hot tubs, whirlpools and spas need not comply with the fencing requirements of this By-Law provided that a secure cover of rigid material is placed over the opening of the structure, and provided that no person leaves the hot tub, whirlpool or spa without first locking the cover in place to prevent access when the structure is not in use.

### **Part 5: Required Plans/Drawings**

- 5.1 Information detailing the installation of a swimming pool shall be provided in accordance with Schedule 'A' forming part of this By-Law.

### **Part 6: Fees**

- 6.1 The permit fee for swimming pool installations shall be in accordance with the Fees By-Law.

**Part 7: Penalties**

7.1 Any person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction is liable to a fine of not more than Five Thousand Dollars (\$5,000.00) for each offence committed. All fines are recoverable under the Provincial Offences Act 1989.

**Part 8: Administration**

8.1 This By-Law shall be administered and enforced by the Township's Chief Building Official and/or Township's By-Law Officer.

**Part 9: Repeal**

9.1 Swimming Pool By-Law 06-035, and amendments thereto, are hereby repealed.

**Part 10: Effective Date**

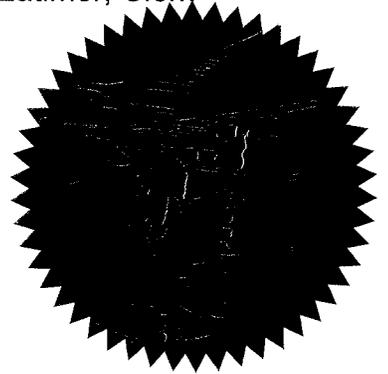
10.1 This Swimming Pool By-Law, By-Law No. 13-024 shall come into force and take effect on the day of its passing.

**READ A FIRST AND SECOND TIME THIS 22 DAY OF APRIL, 2013.**

**READ A THIRD AND FINAL TIME THIS 22 DAY OF APRIL, 2013.**

  
Heidi Conarroe, Deputy Mayor

  
Vanessa Latimer, Clerk



**SCHEDULE 'A'**  
**TO BY-LAW 13-024**  
**REQUIRED PLANS/SPECIFICATIONS/APPROVALS**

**Part 1: Plot Plan**

1.1 A plot plan shall be provided including but not limited to:

- 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 property, indicating the distance of the buildings and structures from the front, rear and side lot lines and distance between existing and proposed buildings and structures;
- Location of existing or proposed septic system and drilled/dug well on site;
- Location, size and type of the proposed swimming pool and enclosure thereto, indicating the distance between the proposed swimming pool and enclosure and existing and proposed buildings and structures and distance from property lines, right-of-ways, high water mark, septic system, well, et cetera.
- The location of any proposed decks indicating the distance of the proposed deck from all property lines, right-of-ways, high water mark, septic system, well, et cetera.
- The location of any swimming pool pumps and related equipment indicating the distance of the equipment from the swimming pool and property lines.
- The location of backwash discharge and disposal.

**Part 2: Construction Plans/Details**

2.1 The applicant shall provide:

- A side view of a section of proposed and/or existing chain link fence with sufficient details thereto to ascertain compliance with Section 2.9 of this By-Law.
- A side view of a section of proposed and/or existing wood fence with sufficient details thereto to ascertain compliance with Section 2.10 of this By-Law
- A side view of proposed and/or existing decks with sufficient details to ascertain compliance with the Ontario Building Code Regulations respecting the construction of decks and guard requirements thereto. All Guards to conform to Ontario Building Code Supplementary Standard SB-7, Engineer Design, CCMC or otherwise APPROVED.

### **Part 3: Other Applicable Law**

#### **3.1 Zoning Approval**

Before the Chief Building Official can make a decision respecting an application for a swimming pool permit, the required plot plan shall first be subject to review by the Township's Planning Department to ascertain whether or not the proposed swimming pool installation will comply with the applicable zoning regulations.

### **Part 4: Other Approvals**

#### **4.1 Ontario Hydro**

It is the applicant's responsibility to obtain a permit from the Electrical Safety Authority (1-800-369-7536) for any electrical work related to the swimming pool installation.

#### **4.2 Leeds and Grenville District Health Unit**

A swimming pool and associated decks, pumps, etc. shall be located in compliance with Part 8 requirements of the Ontario Building Code. i.e. 1.5 metres (5 feet) from a septic tank and 5 metres (17 feet) from a leaching bed.

#### **4.3 Cataraqui Region Conservation Authority (CRCA)**

Before the Chief Building Official can make a decision respecting an application for a swimming pool permit, the applicant will be required to forward the plot plan to CRCA (1-613-546-4228) for comment/approval **IF** the plot plan indicates that the pool location is:

- in the channel of a watercourse or municipal drain, or in a waterbody or in a wetland;
- within 15 metres (49.2 feet) of a floodplain;
- within 50 metres (164 feet) of the top of bank of a watercourse or waterbody, even if it only flows part of the year;
- within 120 metres (393.7 feet) of a provincially significant wetland; or
- within 30 metres (98.4 feet) of all other wetlands greater than 0.5 ha.

#### **4.4 St. Lawrence Parks Commission (SLPC)**

Before the Chief Building Official can make a decision respecting an application for a swimming pool permit, the applicant will be required to forward the plot plan to SLPC (1-613-543-3704) for comment/approval **IF** the plot plan indicates that the pool location is within 45.72 metres (150 feet) of the 1000 Islands Parkway or if the subject property fronts or backs onto 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.

| For use by Principal Authority   |                               |                                |          |
|--|-------------------------------|--------------------------------|----------|
| Application number:  | Permit number (if different): |                                |          |
| Date received:   | Roll number:                  |                                |          |
| Application submitted to: <b><u>The Township of Leeds and the Thousand Islands</u></b>   |                               |                                |          |
| 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 <sup>2</sup> ) |          |
| 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<br>(    )   | Fax<br>(    )                 | Cell number<br>(    )          |          |
| 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<br>(    )   | Fax<br>(    )                 | Cell number<br>(    )          |          |

| <b>E. Builder (optional)</b>   |  |                        |  |                             |
|--|--|------------------------|--|-----------------------------|
| Last name  |  | First name             | Corporation or partnership (if applicable) |                             |
| Street address   |  |                        | Unit number                                | Lot/con.                    |
| Municipality   |  | Postal code            | Province                                   | E-mail                      |
| Telephone number<br>( )  |  | Fax<br>( )             |  | Cell number<br>( )          |
| <b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>  |  |                        |  |                             |
| i) Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ?<br>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): _____  |  |                        |  |                             |
| <b>G. Required Schedules</b>   |  |                        |  |                             |
| 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.  |  |                        |  |                             |
| <b>H. Completeness and compliance with applicable law (See the attached guide for assistance)</b>  |  |                        |  |                             |
| i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code ( <b>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</b> ).                |  |                        | <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) <b>This application is accompanied by the plans and specifications prescribed</b> 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) <b>This application is accompanied by the information and documents prescribed</b> 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 |
| <b>I. Declaration of applicant</b>   |  |                        |  |                             |
| 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**

| <b>J. Heritage Designation (for alteration/repair/renovation/demolition projects only)</b>       |  |
|--|--|
| 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: _____ |

| <b>K. Minimum Distance Separation (for construction of new dwelling or livestock facility only)</b>   |  |
|---|--|
| 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: _____ |

| <b>L. Approvals from Other Agencies</b>   |   |
|---|---|
| <p><b>Cataraqui Region Conservation Authority</b> 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><b>Leeds, Grenville and Lanark District Health Unit</b> approval required if new construction, an addition, or an increase in the number of bedrooms or plumbing fixtures.</p> <p><b>St. Lawrence Parks Commission</b> approval required if the construction is within 150 feet of, or fronts or backs onto, the 1000 Islands Parkway.</p> <p><b>Other Agency</b> Indicate Agency _____</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____<br/>If 'Yes', date approval obtained from CRCA: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____<br/>If 'Yes', date approval obtained from Health Unit: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____<br/>If 'Yes', date approval obtained from SLPC: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____<br/>If 'Yes', date approval obtained _____</p> |

| <b>M. Owner's Authorization</b>   |  |
|---|--|
| <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> |  |

| <b>**IMPORTANT INFORMATION**</b>  |  |   |                               |                     |  |                            |                             |                      |  |
|---|--|---|-------------------------------|---------------------|--|----------------------------|-----------------------------|----------------------|--|
| <p><b>The Municipality notifies the following agencies concerning the approval of your building permit application:</b></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 &amp; Lanark District Health Unit</td> </tr> <tr> <td>• Tarion New Home Warranty</td> <td>• Canada Mortgage &amp; 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 |  |
| • 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  |  |   |                               |                     |  |                            |                             |                      |  |

**\*\* 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:

| <b>X</b> | <b>Potentially Contaminating Activity</b>   | <b>X</b> | <b>Potentially Contaminating Activity</b>  |
|----------|---|----------|--|
|          | 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.

| <b>A. Project Information</b>  |  |   |          |
|--|--|---|----------|
| Building number, street name   |  | Unit no.  | Lot/con. |
| Municipality   | Postal code  | Plan number/ other description                    |          |
| <b>B. Individual who reviews and takes responsibility for design activities</b>  |  |   |          |
| Name   |  | Firm  |          |
| Street address   |  | Unit no.  | Lot/con. |
| Municipality   | Postal code  | Province  | E-mail   |
| Telephone number<br>(     )  | Fax number<br>(     )                                  | Cell number<br>(     )                            |          |
| <b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>   |  |   |          |
| <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   |  |   |          |
| <b>D. Declaration of Designer</b>  |  |   |          |
| I _____ declare that (choose one as appropriate):<br><div style="text-align: center;">(print name)</div>   |  |   |          |
| <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.<br>Individual BCIN: _____<br>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.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                        |  |   |          |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>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<br><input type="checkbox"/> 16 ft from hydro lines. Please Indicate the distances on the plot plan. |  |
| Address of Property:   |  |
| Owner:   |  |

# Sample Plot Plan

