



Township of
Leeds and the
Thousand Islands

Commercial, Industrial & Institutional

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 Submission

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.
- ☐ Completed set of stamped construction drawings, completed by Architect and/or a Professional Engineer (Arch, Mech, Structural)
- ☐ SB-10 energy efficiently designs (as required)
- ☐ Site Plan drawing
- ☐ Details on water for fire fighting (required for all new construction under 3.2.5.7)
- ☐ Engineers/Architects commitment forms (one for each design professional involved)
- ☐ Conformation that all plumbing and electrical will be completed by contractors with a valid certificate of qualification in Ontario
- ☐ 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 |
| United Counties of Leeds and Grenville 1-613-342-3840 https://www.leedsgrenville.com/en/government/entranceway-and-pre-severance-requests.aspx | Permit for an entrance on a County Road |
| Ministry of Transportation – Eastern Region (MTO) https://www.hcms.mto.gov.on.ca/ | Proximity to, and entrances on a Provincial Highway |
| Ministry of Environment, Conservation and Parks Attn: Natalie Matthews, Environmental Compliance Officer nathalie.matthews@ontario.ca | For sewage systems over 10,000 L |

☐ Approvals from Other Township Departments which may be required prior to the issuance of a building permit:

- Planning Department – Proposed structure is in compliance with the Township's Zoning By-Law. If not, provide a detailed plot plan demonstrating the location of the proposed structure in relation to the property lines, well, sewage system, high water mark of waterbodies, wetlands etc. See sample attached.
- Operations Department – Approved entrance permit on a Township Road if required.
- Civic Address Department – A civic address has been assigned to the property/entrance.

☐ Payment of the applicable administration fees. Forms of payment taken at the Office are cash, cheque or debit only. Credit cards are not accepted.

- Project valued under \$30,000 Administration Fee = \$150
- Project valued \$30,000 or more Administration Fee = \$500

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.

Applicable Law Requirements

J. Email Authorization

- ☐ All contacts with email addresses provided in this application have agreed to their email addresses being added to the Municipality's Contact List.

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] | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings </div> <div style="width: 30%;"> <input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection </div> <div style="width: 30%;"> <input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems </div> </div> | | | | |
| 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><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;"> _____ Date </div> <div style="width: 60%; text-align: center;"> _____ Signature of Designer </div> </div> | | | | |

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 |

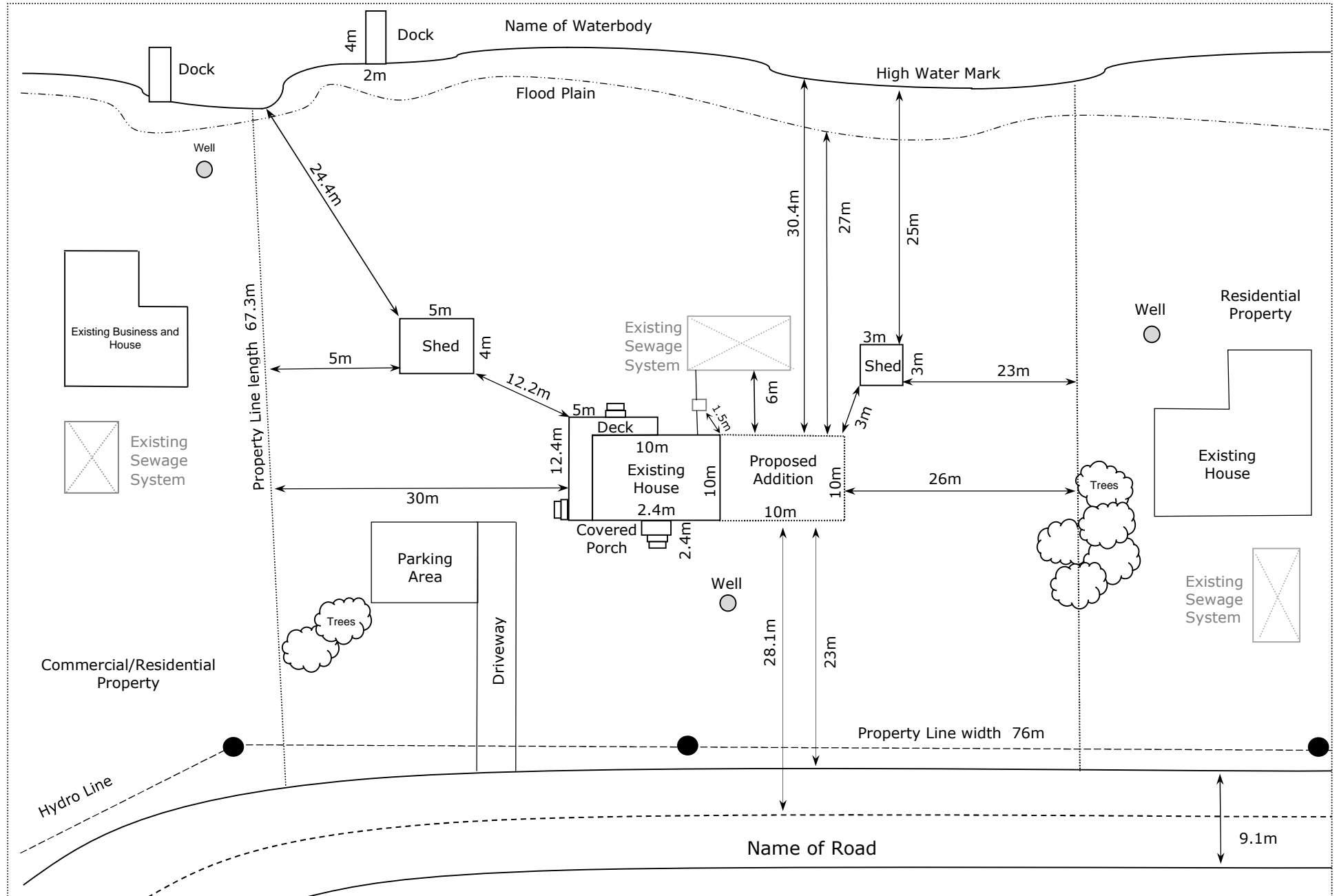
☐ Check here if the Plot Plan is on a separate piece of paper and is attached to this application.

New Construction is to be a minimum of ☐ 5 ft from septic tank ☐ 17 ft from tile bed
☐ 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.

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:



Guideline: Soil Gas Mitigation

1. Purpose

The purpose of this guide is to clarify information required on drawing submissions and installation requirements in new buildings for soil gas mitigation in the 2024 OBC.

2. Background Information

Radon is an odorless, invisible and tasteless radioactive gas that occurs naturally from the breakdown of uranium in the soil and rock. This “soil gas” is present across Ontario but varies in concentration levels depending on the area. Radon is released from the ground into the atmosphere and gas can enter buildings through openings that are in contact with the ground.

[Health Canada guidelines](#) dictate that radon gas concentrations above 200 Becquerel's per cubic meter (Bq/m³) require remediation. As such, this strategy requires soil gas control as per the Ontario Building Code (OBC) to minimize the ingress of airborne radon and other soil gases from the ground aiming to control concentrations of these gases to an acceptable level and allow for future protection of conditioned spaces.

3. Application and Permit Requirements

Except for garages and unenclosed portions of new buildings; walls, roof and floor assemblies separating conditioned space from the ground shall be constructed to resist the leakage of soil from the ground into the building.

Dwelling units and buildings containing residential occupancies shall be provided with a subfloor depressurization rough-in. Buildings used for other occupancies shall conform to the same requirements as residential occupancies or Parts 5 and 6, with exception for buildings intended to be occupied for less than 4 hours a day (Appendix note 9.13.4.2.(3)).

4. Construction Requirements

Building permit drawings shall clearly indicate details associated with one of the following radon gas mitigation options to be constructed on site:

Option 1: Subfloor depressurization rough-in

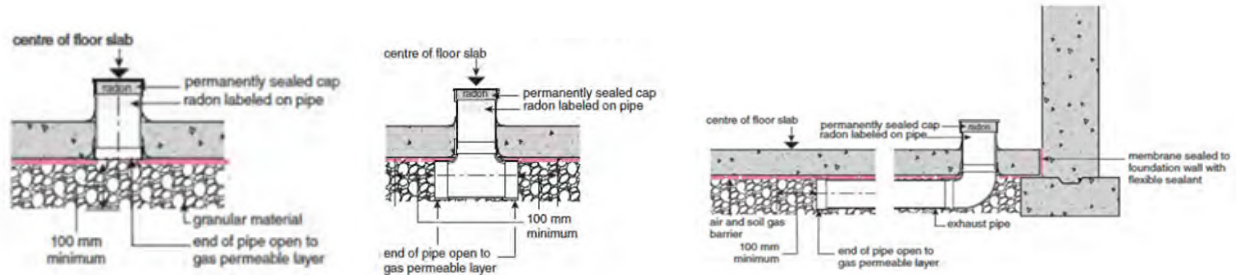
A 100mm inside diameter PVC pipe rough-in through the floor slab with one end terminating near the center below the floor slab and the other end projecting above the floor slab,

- a. A soil gas barrier consisting of 6 mil poly conforming to CAN/CGSB-51-34-M installed between the granular and the concrete slab lapped not less than 300mm.
- b. Pipe installed through the floor slab such that its bottom end opens central of the slab into a minimum 100mm coarse clean granular containing not more than 10% of material that will pass a 4mm sieve for a radius not less than 100mm projecting beyond the terminus of the pipe measured along its axis.
- c. The upper end of the pipe in the conditioned space shall be sealed to maintain the integrity of the air barrier system, be provided with an airtight cap, and labeled “soil gas removal only” near the cap, at every 1.8m and at every change of direction (if applicable).

- d. Floors on ground to be sealed around its perimeter to the inner surfaces of adjacent walls using a flexible sealant.
- e. All penetrations through the floor to be sealed against soil gas leakage, and penetrations for floor drains shall be sealed to prevent upward flow of soil gas without preventing downward flow of liquid.

Please note:

- a. Spray foam may be substituted for 6mil poly under basement floor slabs where installed in conformance with CCMC evaluation reports 14073-R and 14152-R.
- b. Where concentration levels exceed 200 Bq/m³, a subsoil depressurization system is to be installed in conformance with Option 2.



Option 2: Subsoil depressurization system

Installation of a sub slab depressurization system shall be installed in accordance with Health Canada guidelines,

- a. In addition to the subfloor depressurization rough in requirements above the pipe shall extend through the roof or the rim joist and shall have a continuous duty centrifugal inline radon fan,
- b. Provisions to provide make-up air in accordance with 9.32.3.8. to protect against depressurization as well as measures to ensure that any resultant decrease in soil temperature will not adversely affect the foundation,
- c. The pipe shall be insulated where it passes through an unconditioned space and be protected from accidental damage where the pipe penetrates a wall assembly. If the pipe penetrates a fire-separation, an approved firestopping collar is required to maintain the fire resistance rating, and
- d. Pipe terminations to the exterior should be fitted with a corrosion-resistant grille for the protection against the entry of animals and be capable of equivalent air flow performance. Distances from pipe termination to conform to the table below:

| | |
|--|------|
| Vertical distance from Termination: | |
| Above driveway or sidewalk and to openable window or door | 2m |
| Below soffit; permanently closed windows, above grade, porch, deck | 1m |
| From a mechanical air supply inlet | 1.8m |
| Above the roof at the point of penetration | 0.3m |
| Above windows and doors | 0.6m |
| Above mechanical air supply inlet (air intake) | 0.9m |
| Horizontal distance from Termination: | |
| From windows, doors or mechanical air supply inlet | 3m |
| From property line | 1.8m |

5. Inspections

Owners or their authorized agent shall ensure the following inspections as part of the installation in conformance with subsection 9.13 OBC. As these are not prescribed inspections under the OBC, Building Officials will perform spot checks when onsite, if visible only.

1. The installation of the rough-in soil gas pipe, granular material and soil gas barrier under floor slab (6 mil poly) prior to covering or pouring the basement slab
2. Sealing of the perimeter of the slab adjacent to the foundation wall and any slab penetrations (polyurethane caulking) prior to covering.
3. Pipe cap and labelling, and inline fan and radon vent pipe termination and clearances prior to occupancy (where applicable).

6. Testing

It is the Owners responsibility to conduct the radon test to determine radon concentration in the building after occupancy has taken place. Radon testing should be done as per HC Pub 4171 and consist of long-term tests (minimum 91 days) completed during the winter season, when windows and doors are generally closed, following health Canada's guidelines and are recommended to be carried out by a [Canadian National Radon Proficiency Program \(C-NRPP\)](#) certified professional.

7. Testing Results and mitigation

Where radon gas testing results come back over 200 Becquerel's per cubic metre (Bq/m³), the Owner is responsible for mitigation and installation of a subfloor depressurization system.

Health Canada recommends that you hire a C-NRPP certified professional as lowering radon levels in a home requires specific technical knowledge and skills to ensure the job is done properly. To find a list of certified professionals contact the Canadian National Radon Proficiency Program (C-NRPP) at 1-855-722-6777, go to <https://c-nrpp.ca/> or email radon@hc-sc.gc.ca.

8. Tarion Warranty

New homes in Ontario come with a new home warranty that is provided by your builder and backed by [Tarion](#). This warranty also covers excessive radon gas levels in new homes for seven years from the date of occupancy.

9. Related Policies, Legislation and Bylaws

- 2024 Ontario Building Code
- [CAN/CGSB-149.11-2019 Radon Control Options for New Construction in Low-Rise Residential Buildings](#)
- [CAN/CGSB-149.12-2017 Radon Mitigation Options for Existing Low-Rise Residential Buildings](#)
- [EPA 625-R-92-016 Radon Prevention in the Design & Construction of Schools & Other Large Buildings](#)