



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

# Seasonal Dwelling

## 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 application
- Seasonal dwelling affidavit (attached)
- Copy of Deed (if not the registered owner on file)
- One complete set of plans in paper and one copy provided in an electronic version, at least 11" by 17" (PDF format) indicating the following:
  - Foundation plan.
  - Floor plan layout (including finished basements)
  - Building elevations.
  - Cross section view indicating dimensions, heights and construction materials.
  - Engineered Truss drawing and layouts
  - Layouts of floor construction (if engineered floor joists are to be used a copy of the design is required).
- Plot plan indicating the following (sample attached):
  - Lot dimensions and lot area
  - Location of house (with measurements) relative to property lines, road, other structures, septic system, well, municipal and/or private easements and rights-of-way and overhead power lines
  - Location, width, and type of driveway and distance from property lines
  - Location is proposed well and septic
  - Dimensions and height of all structures and % of lot coverage
  - Location of retaining walls
  - Location of any watercourses, drainage, ditches, culverts and other waterbodies including high water mark, top of bank and 1:100-year flood line contour (if available) with wave uprush limit.
  - Address and street name
- Engineered details must be certified/stamped by a Professional Engineer (must be licensed in Ontario)
- Completion of Schedule 1 by the owner or a registered qualified designer (unless prepared by a licensed Professional Engineer or Architect)

- Approvals from agencies considered “applicable” law such as:
  - CRCA (Cataraqui Region Conservation Authority)  
Emily Su: 613-546-4228 ext. 258  
[www.crc.ca](http://www.crc.ca)
  - Leeds Grenville and Lanark Health Unit  
Nancy Carpenter: 613-345-5685 ext. 5685
  - United Counties of Leeds and Grenville: 1-613-342-3840
  - Ministry of Transportation (MTO): 1-800-387-3445
  - Entrance permit from the Leeds and the Thousand Islands Township Roads Department, or the County of Leeds and Grenville: 613-342-3704
  
- Other permits and/or approvals may also be required from:
  - The St. Lawrence Parks Commission: 613-543-3704  
[www.parks.on.ca](http://www.parks.on.ca)
  - Electrical Safety Authority: 1-877-372-7233  
[Esasafe.com](http://Esasafe.com)
  - MNRF (Ministry of Natural Resources and Forestry):  
613-531-5700
  
- Pay all applicable fees according to the fees bylaw (attached)

**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

<b>Type of Construction</b>	<b>Value</b>	<b>Proposed Amendment</b>	<b>2022 Fee</b>
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>	

<b>Building Permit Deposits</b>	In addition to the permit fees, deposits shall be required in the following amount:		
		<b>Proposed Amendment</b>	<b>2022 Fee</b>
<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 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 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
Commercial, industrial, institutional	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>	





## FINAL PAPERWORK REQUIRED FOR OCCUPANCY OF SINGLE FAMILY & SEASONAL DWELLINGS

<b>Approvals Required for Occupancy</b>		<b>Req'd</b>	<b>Rec'd</b>
Ontario Hydro (ESA)	Final ESA approval required for all electrical work	<input type="checkbox"/>	<input type="checkbox"/>
Plumbers Sign Off	Required to be completed by plumber with a "Certificate of Qualification" in Ontario. Not required if owner completed plumbing and all "tests" were witnessed by building inspector as required in 7.3.6	<input type="checkbox"/>	<input type="checkbox"/>
HVAC	Sign off required to be completed by HVAC installer	<input type="checkbox"/>	<input type="checkbox"/>
HRAI Balancing	Balancing form to be submitted by contractor. Contractor must have Level 1 HRAI Certification	<input type="checkbox"/>	<input type="checkbox"/>
T.S.S.A. Completion/ Testing Form	All gas installers must complete sign off form indicating all gas installations have been tested	<input type="checkbox"/>	<input type="checkbox"/>
Potable Water	Proof of potable water must be submitted. Water testing bottles to be taken to L&G Health Unit in Brockville/Smiths Falls or Gananoque	<input type="checkbox"/>	<input type="checkbox"/>
Well Record	Well record is required for all new wells from Ministry of Environment	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Permit	Entrance permit final inspection required. Contact Public Work Department when entrance installed/completed: (613) 659-2415 ext. 234	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency	Ensure Energy Efficiency requirements match submitted EEDS	<input type="checkbox"/>	<input type="checkbox"/>
Septic Final	Septic final inspection required for new systems or alterations to existing systems. Contact Health unit at (613) 345-5685	<input type="checkbox"/>	<input type="checkbox"/>
CRCA Final	Final sign off from CRCA required where a permit has been issued. Contact CRCA at (613) 546-4228	<input type="checkbox"/>	<input type="checkbox"/>



## **Affidavit Seasonal Dwelling**

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Date: \_\_\_\_\_

Project: \_\_\_\_\_

Owner: \_\_\_\_\_

I, \_\_\_\_\_, swear that the structure on the property know civically as \_\_\_\_\_ will be used as a seasonal dwelling (as exempted in 9.36 of the building code), and does not meet the requirements of the Ontario Building Code, including the energy efficiency requirements of SB-12, for year round use. I further acknowledge that taking advantage of the exemptions means the dwelling is not fit for year round use. If I wish to use the structure for year round use I understand I must apply for a building permit to convert from seasonal to year round and meet all applicable requirements of the Ontario Building Code (upgraded construction, insulation, vapor and air barriers, heating and ventilation, windows) and any Applicable Law. I understand that should I use the structure contrary to this affidavit, I may be charged under the appropriate legislation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## MEMORANDUM

### HEATING, VENTILATION AND AIR-CONDITIONING INSTALLATION, VERIFICATION CERTIFICATE (HVAC)

MEMO TO: Paul Nixon, Chief Building Official

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Owner Name \_\_\_\_\_  
Address \_\_\_\_\_

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This is to certify that \_\_\_\_\_ has completed the installation, at the above-referenced project, of the following;

- |  |   |
|--|---|
| <input type="checkbox"/> Heating system          | <input type="checkbox"/> Ventilation system |
| <input type="checkbox"/> Air-conditioning system | <input type="checkbox"/> Gas fireplace      |

This will further certify that the system(s) have been installed in accordance with the drawings and designs supplied to the Building Department, which formed the basis for which the Building Permit was issued, including any changes thereto authorized by the Chief Building Official.

Minor changes to the system, which do not adversely affect its operation, are as follows:

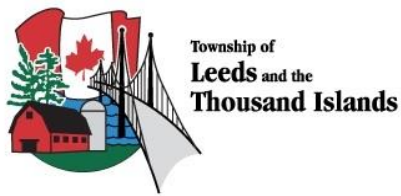
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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## MEMORANDUM

### PLUMBING SYSTEM, DWV, AND POTABLE WATER TESTS

MEMO TO: Paul Nixon, Chief Building Official      DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_  
RE:      Owner Name \_\_\_\_\_  
            Address \_\_\_\_\_

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This will confirm that the plumbing system for the above-mentioned project has been tested and has successfully passed the requirements for testing under Subsections 7.3.6 and 7.3.7 of the Ontario Building Code:

#### A. DRAINAGE AND VENTING SYSTEMS

All components of the drainage and venting system have passed the following tests:

1. Pressure test using air or water at the rough-in stage in accordance with OBC sentence 7.3.6.1.(1)
2. Final test using smoke or air pressure after the installation of all fixtures, in accordance with OBC sentence 7.3.6.1.(2).

#### B. POTABLE WATER SYSTEMS

The entire potable water systems has successfully passed the pressure test using water or air on the complete system after the Installation of all fixtures, in accordance with OBC subsection 7.3.7.

This will also confirm that all components of the plumbing system are marked in accordance with the relevant Canadian Standards Association (CSA), as detailed under article 7.2.1.3., and that no cross connections exist that would render the potable water systems non-potable, as detailed under article 7.6.2.1., and all fixtures meet the water efficiency requirements detailed under OBC subsection 7.6.4.

The plumbing system is complete and ready for operation by the building occupants.

I have an Ontario "Certificate of Qualification" (C of Q) in plumbing:

Yes \_\_\_\_\_ No \_\_\_\_\_

PLUMBING COMPANY: \_\_\_\_\_

PLUMBERS NAME: (Please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



# RESIDENTIAL MECHANICAL VENTILATION RECORD

W2

For Certification of Design and Performance of Residential Ventilation Systems

**A HEATING SYSTEM/ COMBUSTION APPLIANCES**

Forced Air     Non Forced Air

Electric     Gas     Oil     Other

No combustion appliances    *No depressurization limit*

Solid Fuel (including Fireplaces)    *5 pa. limit*

Direct Vent (Sealed Combustion) only    *No dep. limit*

Positive venting induced draft    *\_\_\_\_\_ pa. dep. limit*

Natural draft or B-vent    *5 pa. limit*

**LOCATION**

Roll# \_\_\_\_\_ Permit # \_\_\_\_\_

Lot & Plan # \_\_\_\_\_ Township \_\_\_\_\_

Civic Address \_\_\_\_\_

**B EXHAUST EQUIPMENT**

Clothes Dryer    160 cfm

Down-draft Cook-top    220 cfm

Other: (over 160 cfm) \_\_\_\_\_

DEPRESSURIZATION TEST/CALC. REQUIRED?  yes  no

**BUILDER**

Name \_\_\_\_\_ R-2000 I.D.# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

**C TOTAL VENTILATION CAPACITY (TVC)**

Bsmt & Master Bdrm \_\_\_\_\_ @ 20 cfm \_\_\_\_\_ cfm

Other Bedrooms \_\_\_\_\_ @ 10 cfm \_\_\_\_\_ cfm

Bathrooms & Kitchen \_\_\_\_\_ @ 10 cfm \_\_\_\_\_ cfm

Other Rooms \_\_\_\_\_ @ 10 cfm \_\_\_\_\_ cfm

TOTAL VENTILATION CAPACITY (TVC) \_\_\_\_\_ cfm

**D**

I certify this ventilation system design to be in accordance with:

CSA F326-M91     R-2000

NBC '95-(9.32.3)     OBC '93 (9.32.3)     BCBC '92

Name \_\_\_\_\_ HRAI # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**E EXHAUST CAPACITY**

**CONTINUOUS D**

Kitchens \_\_\_\_\_ @ 60 cfm \_\_\_\_\_ cfm

Bathrooms \_\_\_\_\_ @ 20 cfm \_\_\_\_\_ cfm

TOTAL \_\_\_\_\_ cfm

**INTERMITTENT E**

Kitchens \_\_\_\_\_ @ 100 cfm \_\_\_\_\_ cfm

Bathrooms \_\_\_\_\_ @ 50 cfm \_\_\_\_\_ cfm

**INSTALLATION CHECKLIST**

Controls functioning     Fans operating & clean

Filters clean     Flow Measuring Stations

Dampers accessible     Insulated duct sealed

Drain loop & connection

Distribution to all rooms (non-forced air)

Forced-air system     continuous mode     interlock

Grease filter kitchen intake (if duct not accessible for cleaning)

Kitchen exhaust 4 ft from range

Exhaust 4" above grade     Supply 18" above grade

Supply intake 6ft from exhaust (recommended)

Supply intake 3ft to other exhausts

Other \_\_\_\_\_

**F TVC SYSTEM**

Location \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_ HVI

Design Airflow: \_\_\_\_\_ cfm High \_\_\_\_\_ cfm Low

\_\_\_\_\_ % Sensible Efficiency @ 0°C \_\_\_\_\_ watts

\_\_\_\_\_ % Sensible Efficiency @ -25°C \_\_\_\_\_ watts

**L MEASURED VENTILATION (TVC System)**

Supply: \_\_\_\_\_ cfm High \_\_\_\_\_ cfm Low

Exhaust: \_\_\_\_\_ cfm High \_\_\_\_\_ cfm Low

**G ADDITIONAL EQUIPMENT**

1 Location: \_\_\_\_\_ cfm sones

Manufacturer/Model: \_\_\_\_\_ HVI

2 Location: \_\_\_\_\_ cfm sones

Manufacturer/Model: \_\_\_\_\_ HVI

3 Location: \_\_\_\_\_ cfm sones

Manufacturer/Model: \_\_\_\_\_ HVI

4 Location: \_\_\_\_\_ cfm sones

Manufacturer/Model: \_\_\_\_\_ HVI

**M INSTALLER**

I certify this ventilation system to be installed in accordance with:

CSA F326-M91     R-2000

NBC '95-(9.32.3)     OBC '93 (9.32.3)     BCBC '92

Name \_\_\_\_\_ HRAI # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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 (    )	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 (    )	

<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 ( )		Fax ( )		Cell number ( )
<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> ? 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: _____ If 'Yes', date approval obtained from CRCA: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from Health Unit: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from SLPC: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained _____</p>

<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> <ul style="list-style-type: none"> <li>• Municipal Property Assessment Corporation</li> <li>• Statistics Canada</li> <li>• Tarion New Home Warranty</li> <li>• Ministry of Labour</li> <li>• Electrical Safety Authority</li> <li>• Leeds, Grenville &amp; Lanark District Health Unit</li> <li>• Canada Mortgage &amp; Housing</li> </ul>

**\*\* 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 (     )	Fax number (     )	Cell number (     )	
<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):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Plot Plan

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

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

Plot Plan Check List - Property Information	
<input type="checkbox"/> Dimensions of the property	<input type="checkbox"/> Dimensions and area of existing and proposed structures
<input type="checkbox"/> Location of existing or proposed septic system and well	<input type="checkbox"/> Height of the proposed structure
<input type="checkbox"/> Approximate location of all natural and artificial features	<input type="checkbox"/> Name of any road/private right-of-way within or abutting property
From the nearest point of the new construction:	
<input type="checkbox"/> Setbacks to centerline of adjacent roads	<input type="checkbox"/> Distance to the high water mark (if applicable)
<input type="checkbox"/> Distance to the edge of adjacent right-of-ways	<input type="checkbox"/> Distance to all property lines
	<input type="checkbox"/> Distance from accessory structure to main use






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

New Construction is to be a minimum of <input type="checkbox"/> 5 ft from septic tank <input type="checkbox"/> 17 ft from tile bed <input type="checkbox"/> 16 ft from hydro lines. Please Indicate the distances on the plot plan.	
Address of Property:	
Owner:	

# Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority

Application No:	Model/Certification Number
-----------------	----------------------------

## A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table:                    Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>ENERGY STAR®*</i> [SB-12 - 2.1.3.]	* Attach BOP form
<input type="checkbox"/> <i>EnerGuide 80*</i>	* House must be evaluated by NRCAN advisor and meet a rating of 80

## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source		
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions		
Gross Wall Area = _____ m <sup>2</sup>	% Windows+ _____ %	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement	<input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m <sup>2</sup>		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground	

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
<b>Thermal Insulation</b>		<b>Windows &amp; Doors<sup>1</sup></b>	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		<b>Mechanicals</b>	
Walls Above Grade		Space Heating Equip. <sup>2</sup>	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

## E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

**SB-12 Performance:**  
The annual energy consumption using Subsection 2.1.1. SB-12 Package \_\_\_\_\_ is \_\_\_\_\_ GJ (1 GJ =1000MJ)  
The annual energy consumption of this house as designed is \_\_\_\_\_ GJ  
The software used to simulate the annual energy use of the building is: \_\_\_\_\_  
The building is being designed using an air leakage of \_\_\_\_\_ air changes per hour @50Pa.

**ENERGY STAR:** BOP form attached. The house will be labeled on completion by:

**ENERGY STAR and EnerGuide80:**  
Evaluator/Advisor/Rater Name: \_\_\_\_\_ Evaluator/Advisor/Rater Licence #: \_\_\_\_\_

## F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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# Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at [www.mah.gov.on.ca](http://www.mah.gov.on.ca), or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *ENERGY STAR* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *ENERGY STAR* qualified houses must be designed to *ENERGY STAR for New Homes* technical specifications and be labelled on completion by EnerQuality or other agency. The *ENERGY STAR* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

*Other Building Conditions:* These construction conditions affect *SB-12 Prescriptive* compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

### E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

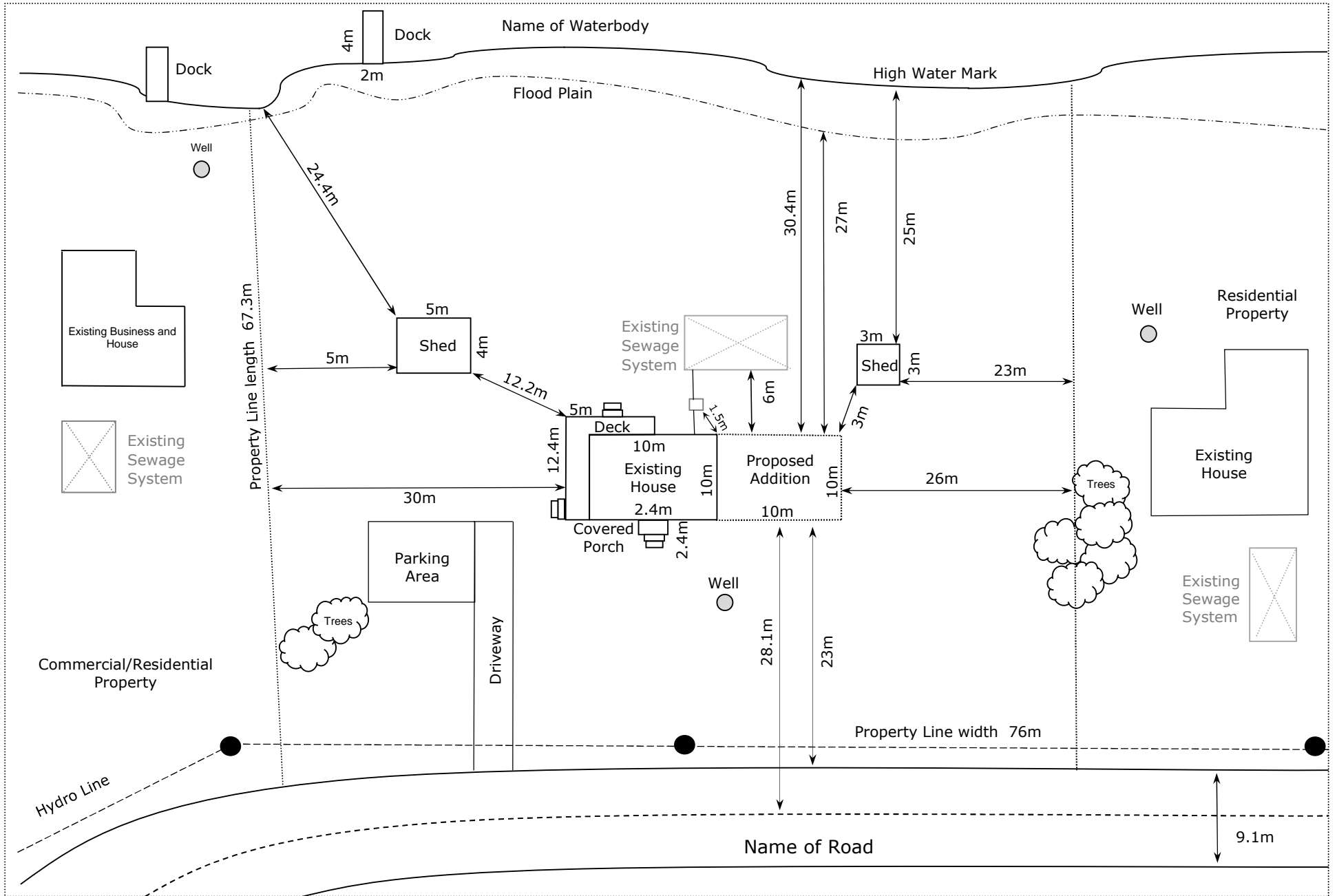
## AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *ENERGY STAR* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

## ENERGY EFFICIENCY LABELING FOR NEW HOUSES

*ENERGY STAR* and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

# Sample Plot Plan





## Township of Leeds and the Thousand Islands Civic Address – Application Form

### Office Use Only

<b>Date Received:</b>		<b>File Number:</b>	
<b>Application Fee: \$50</b>	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input type="checkbox"/> N/A

### Application Information

<b>Applicant Information</b>	
Name:	Company Affiliation:
Mailing Address:	
Email:	Phone Number:

### Property Information

Roll Number:
Civic Address:
Legal Description:
Closest Major Intersection

### Civic Address Request Information

Reason for obtaining a civic address. Check all that apply.

<input type="checkbox"/> Replacement Blade Only	<input type="checkbox"/> Building Permit
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Severance
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other:

### Application Submission Requirements

<input type="checkbox"/> Complete Application Form
<input type="checkbox"/> Detailed Plot Plan
<input type="checkbox"/> Transfer/Deed – If property is land locked to verify legal access to property
<input type="checkbox"/> Entrance Permit from Applicable Authority – Not required for water or private street
<input type="checkbox"/> Fee – See Current General Rates and Fees By-Law

### Change of Civic Address Request

New Civic Address Requested (if known):
Reason for Change of/New Civic Address:

### DECLARATION OF APPLICANT

I \_\_\_\_\_ declare that:

(Print Name)

1. That the information contained in this application, plot plan and other documents is accurate.
2. If the owner is a corporation or partnership, I have the authority to bind it.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

### Submit Application to Amanda Werner-Mackeler, Planning Technician:

Email: <a href="mailto:planningtechnician@townshipleeds.on.ca">planningtechnician@townshipleeds.on.ca</a>
In Person: Please call for an appointment 613-659-2415 x 203
Date Approved: _____ Address: _____



# Township of Leeds and the Thousand Islands Civic Address - Sample Plot Plan

## Island or Water Access Only Property

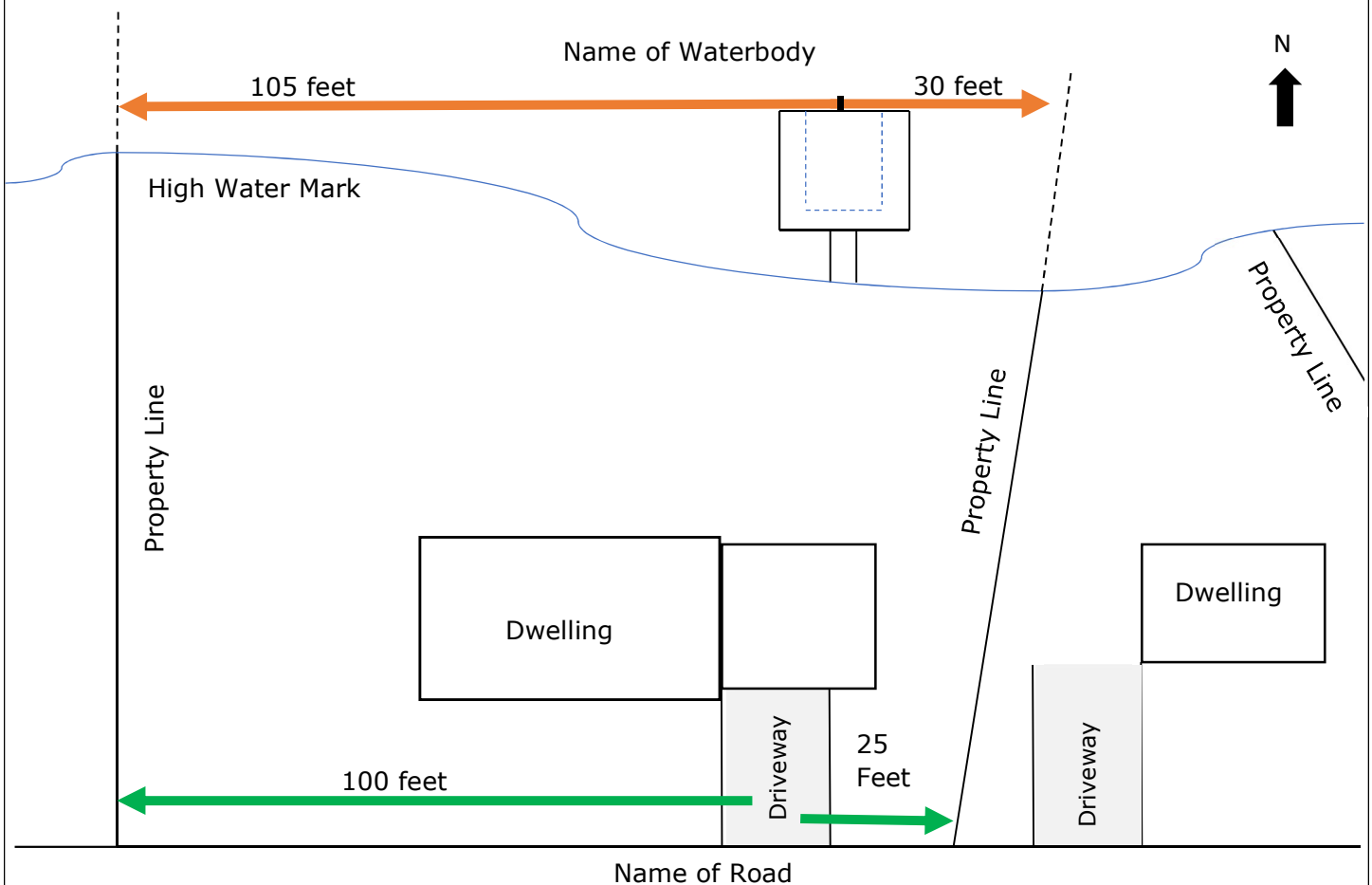
Please indicate the setback from the centre point of the boathouse, dock, or access area to each property line. If the property is on an island by itself, please draw the entire island and indicate the location of the boathouse, dock or access area. See Example 1 - Measurement for Islands and Water Access Only below. (Orange Arrows)

## Street Access Property

Please indicate the setback from the centre point of the driveway to each property line. If the property has access to multiple streets, please indicate the street which will be your primary access point. See Example 2 - Measurement for Street Access below. (Green Arrows)

### Sample Plot Plan

Example 1: Measurement for Islands and Water Access Only (Orange Arrows)



Example 2 Measurement for Street Access (Green Arrows)