



New House

Building Permit Information Guide

Revised February 2026

Building Division
18 Manitou Crescent West
Amherstview, ON

Mail To:
P.O. Box 70
263 Main St.
Odessa, ON K0H 2H0

613-386-7351 | www.loyalist.ca

Office Hours

September through April
Mon – Fri 8:30 am – 4:30 pm

May through August
Mon – Thu 8:15 am -4:30 pm
Fri 8:15 am – 12:15 pm

Building Permit Information Guide for New Houses

How to Apply

- Conveniently apply online. The Township's new web portal is now online. Apply for permits, check the status of applications and inspections, and estimate permit fees - all from the comfort of home. - www.cityviewcanada.harriscomputer.com/loyalistportal
- Apply in person at 18 Manitou Cr. W., Amherstview. Office hours are September through April Monday to Friday, 8:30 am to 4:30 pm and May through August Monday to Thursday, 8:15 am to 4:30 pm, Friday 8:15 am to 12:15 pm.

Required Information

Please see the next page for a comprehensive list of required items. Providing a complete application submission allows for timely reviews and approvals.

What's Next?

Complete applications will be reviewed within 10 business days. A building inspector will contact the applicant once the review is complete. A correction notice will be issued if any deficiencies are noted. Permit fees are payable upon application approval.

If an application is deemed incomplete, applicants will be notified via email. The application will be placed on hold until all outstanding items are received. Applications that remain inactive for 90 days may be cancelled.

Fee Payments

A \$500 non-refundable deposit is collected when the permit is applied for. All other fees will be calculated during the review process and collected upon application approval. Fees are payable by cheque or debit at the Amherstview office.

How Long is a Permit Valid For?

Building permits are valid for one year from the date of issuance.

Questions

If you have any questions about the permit application process, please don't hesitate to contact Ashley Watson, Development Analyst, at 613-386-7351, ext. 128, or awatson@loyalist.ca.

Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email info@loyalist.ca.

Building Permit Application Checklist for New Houses

Items required for a complete building permit application submission:

- ☐ Building permit application
- ☐ Schedule 1: Designer Information form
- ☐ \$500 Deposit (payable by cheque or debit at 18 Manitou Cr. W., Amherstview)
- ☐ Copy of Deed/Land Transfer (copies may be obtained online at www.onland.ca)
- ☐ Agent Authorization form (required if the property owner is not submitting the application)
- ☐ Copy of Survey
- ☐ Drawings shall be able to fully demonstrate the intention of construction. The drawings shall be fully dimensioned and to scale (min 1/8" = 1') upon substantial material and electronic format (PDF), and shall include but not limited to:
 - Foundation/Basement Floor Plan
 - Main Floor Plan
 - Second Floor Plan
 - Third, Attic or Loft Floor Plan
 - Elevations (Front, Rear, Left & Right side)
 - Floor to Floor heights required to be noted (i.e. footing to top of foundation, top of floor, underside of ceiling)
 - Window & door schedule(s) and/or dimensioned windows on elevation or floor plans
 - Building Section and/or Wall Sections
 - Specifications for construction including wall, foundation, structural elements, floor & roof compositions
 - All drawings to include a Title Block which shall include the date, designers name, location of construction and scale of drawings
- ☐ Truss layout and floor joist layouts from the manufacturer
- ☐ Heat loss calculations and duct design prepared by a qualified designer
- ☐ Energy Efficiency Design Summary form
- ☐ Plot plan indicating the following:
 - Civic address
 - Lot dimensions and lot area
 - Location of house with distances relative to property lines, roads, easements, right-of-ways, other structures, well, septic system and overhead powerlines
 - Location, width and type of driveway, and distance from property lines
 - Dimensions and height of all structures, and percentage of lot coverage
 - Location and height of retaining walls
 - Location of any watercourses, drainage ditches, culverts, and waterbodies including the location of the highwater mark, top-of-bank, and 1:100 year floodline contour with wave uprush limit
 - Sight triangle (applicable on corner lots).
- ☐ For lots subject to a Development Agreement, a grading plan prepared by an Ontario Land Surveyor or an Ontario Professional Engineer is required. The grading plan shall indicate the following:
 - All information required on plot plan
 - Entrance/driveway gradient
 - Lot grades as shown on the approved lot grading plan and all proposed building apron elevations at each corner of the foundation wall, all swales and gradients including the direction of surface runoff and walkout elevations
 - Building grade elevations (all elevations to be geodetic datum)
 - Finished floor elevation, underside of footings elevation, top of foundation wall elevation and finished garage floor elevation
- ☐ Septic system approval for lots services by private sewage systems
- ☐ Cataraqui Region Conservation Authority approval (where applicable) 613-546-4228 | www.cataraquiconservation.ca
- ☐ Ministry of Transportation approval (where applicable) 1-866-224-0622 | www.hcms.mto.gov.on.ca
- ☐ Entrance permit from Loyalist Township for properties accessed by Township Roads
- ☐ Entrance permit from the County of Lennox and Addington for properties accessed by County Roads

SCHEDULE “A” TO BY-LAW 2022-054

CLASSES OF PERMITS AND ASSOCIATED, RELATED AND OTHER FEES

CLASS OF PERMIT	FEE
Permit to Construct (s. 3.1 of by-law)	2022 - \$15.96 per \$1,000 of construction value (as defined below) for the first \$1,000,000 in construction value, with a minimum charge of \$100. 2023 - \$16.92 per \$1,000 of construction value (as defined below) for the first \$1,000,000 in construction value, with a minimum charge of \$100. 2024 - \$17.88 per \$1,000 of construction value (as defined below) for the first \$1,000,000 in construction value, with a minimum charge of \$100. 2025 - \$17.88 + CPI (Table 18-10-0256-01 from Bank of Canada) 2026 - total of 2025 + CPI (Table 18-10-0256-01 from Bank of Canada) In addition, the fee shall include \$10.00 per plumbing fixture, with a minimum charge for plumbing of \$100.00 40% of yearly calculated rate per \$1,000 of construction value for amounts between \$1,000,000 and \$6,000,000 of construction value 25% of yearly calculated rate per \$1,000 of construction value for amounts in excess of \$6,000,000
Permit to Demolish (s. 3.2 of by-law)	\$150 for the first 5,000 square feet of gross floor area, plus an additional \$100 for each following increment or portion thereof of 5,000 square feet
Conditional Permit (s. 3.3 of by-law)	Regular Permit to Construct fees plus \$500, plus full compensation for any legal costs incurred by the municipality to prepare and register agreements
Change of Use Permit (s. 3.4 of by-law)	\$150 per application
Transfer of Permit (s. 3.5 of by-law)	\$150 per application
Partial Permit (s. 3.6 of by-law)	Regular Permit to Construct fees plus \$150 per application
Sewage system permit (s. 3.7 of by-law)	Class 2 sewage system (greywater pit) \$950
Sewage system permit (s. 3.7 of by-law)	Class 3 sewage system (cesspool) \$950
Sewage system permit (s. 3.7 of by-law)	Class 4 sewage system (septic system) \$950
Sewage system permit (s. 3.7 of by-law)	Class 5 sewage system (holding tank) \$950

Other Fees

Revision to Permit (s. 5.4(d) of the By-law)	\$100 per submission
Refundable Inspection Fee (s. 8.2.1 of the by-law)	\$500 (the entirety to be refunded less \$100 per each re-inspection necessitated by an event described in subsection 8.2.2 of the by-law) for all construction projects in excess of \$20,000
Lot Grading Certificate Review (s. 8.4 of the by-law)	\$210
Lot Grading Certificate Deposit (s. 8.4 of the by-law)	\$260 refundable deposit unless Certificate has to be resubmitted due to rejection of previous Certificate by Municipality in which case \$130 is to be deducted from the amount refundable for each resubmission
Written request for information regarding existing or partially constructed buildings in connection with compliance with zoning by-laws and/or the existence of outstanding work orders (s. 8.4 of the by-law)	\$75 payable prior to the release of the requested information
Written request for information regarding compliance with a subdivision agreement (s. 8.4 of the by-law)	\$75 payable prior to the release of the requested information
911 Address Sign Fee (s. 8.4 of the by-law)	\$75 per sign requested
Lot Grading Deposit -- Plan 1081 lots on Kildare Avenue, McKeown Crescent and Speers Blvd. (south of Mortensen Drive) (s. 8.4 of the by-law)	\$3,000
Review of septic system performance level for renovations or building additions	\$500
Review of septic system performance level for adding a pool, shed, or garage	\$250
Septic tank, installation only	\$750
Sewage system search	\$150 (if applying for a Review of septic system performance level of existing onsite sewage system this fee is included)
Minor variance and zoning by-law amendment applications for properties with onsite sewage systems	Minor variance or zoning by-law amendments: \$450 Minor variance or zoning by-law amendments with a performance review: \$700 Minor variance or zoning by-law amendments with a Permit to Construct or Demolish a Septic System: \$1,150 Subdivision or condominium applications: \$500 per lot assessment Severance or lot addition applications: \$500 per lot assessment Certificate of approval renewals: \$150 Additional inspections and Changes of Installers: \$250

Land severances with onsite sewage systems	Review and assess land severance applications. The review is to ensure the proposed severed lot will be able to accommodate a conventional on-site sewage treatment system. The review will also ensure the proposal will not affect any existing onsite sewage systems: \$250
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Interpretation

For the purposes of determining construction value for residential projects:

A rate of \$145.00 per square foot shall be used for the gross floor area of the dwelling unit.

A permit fee value for accessory buildings to a residential use will be calculated on a construction value of \$50.00 per square foot for the gross floor area of a garage, \$30.00 per square foot for the gross area of a deck, covered decks and porches \$45.00 per square foot, and an estimated value of construction for the balance of residential accessory structures.

A permit fee value for basement renovations will be calculated on a construction value of \$40.00 per square foot of floor area being renovated. ~~and~~

Permit fee values for farm buildings will be calculated on a construction value of \$20.00 per square foot for the gross floor area for building constructed as per standard construction and \$15.00 per square foot for fabric covered structures.

Miscellaneous Charges (s. 8.4 of the by-law)

The Chief Building Official is authorized to determine and charge reasonable fees for services requested and provided by or on his or her behalf that are not described in this Schedule.

LOYALIST TOWNSHIP
2024 RATES
Effective January 1, 2024
SCHEDULE "B" to By-law 2021-066

SCHEDULE OF RESIDENTIAL DEVELOPMENT CHARGES

Residential Charge by Unit Type			
	Singles & Semis	Other multiples	Apartments
Emergency Services	\$ 1,649	\$ 1,279	\$ 999
Parks and Recreation	\$ 4,041	\$ 3,137	\$ 2,450
Development-Related Studies	\$ 404	\$ 314	\$ 244
Services Related to a Highway:			
Roads and Related	\$ 1,731	\$ 1,344	\$ 1,050
Public Works: Building and Fleet	\$ 2,173	\$ 1,687	\$ 1,317
Stormwater Management	\$ 809	\$ 628	\$ 491
Total	\$ 10,807	\$ 8,389	\$ 6,551

Based on persons per unit:

2.77

2.15

1.68

2024 RATES

SCHEDULE "C"

SCHEDULE OF NON-RESIDENTIAL DEVELOPMENT CHARGES

Non-Residential Charge per Square Metre of GFA		
	Industrial	Non-Residential (excluding Industrial)
Emergency Services	\$ 13.09	\$ 13.09
Parks and Recreation	\$ -	\$ -
Development-Related Studies	\$ 3.23	\$ 3.23
Services Related to a Highway:		
Roads and Related	\$ 6.36	\$ 27.65
Public Works: Building and Fleet	\$ 17.27	\$ 17.27
Stormwater Management	\$ 6.44	\$ 6.44
Total	\$ 46.39	\$ 67.68

**BY-LAW 2019-099
SCHEDULE "A"**

**Water Works Charges and Sewage Works Charges
Effective January 1, 2024**

Service	Residential Single-Detached Dwelling and Semi-Detached Dwelling	Residential Multi-Residential	Residential Other Multiples	Non-Residential per daily m ³
Water - Growth Portion	\$ 6,563	\$ 3,980	\$ 5,093	\$ 13,128
Water - Club Fee	\$ 2,890	\$ 1,753	\$ 2,243	\$ 6,248
Total Water	\$ 9,453	\$ 5,733	\$ 7,336	\$ 19,376
Sanitary Sewer - Growth Portion	\$ 2,865	\$ 1,738	\$ 2,223	\$ 5,735
Sanitary Sewer - Club Fee	\$ 3,548	\$ 2,152	\$ 2,754	\$ 7,670
Total Sanitary Sewer	\$ 6,413	\$ 3,890	\$ 4,977	\$ 13,405
Total Combined Charge	\$ 15,866	\$ 9,623	\$ 12,313	\$ 32,780

Application for a Permit to Construct or Demolish

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

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: Owner or Authorized agent of owner				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (if known)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name) - The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. - If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. _____ Date Signature of applicant				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax number		Cell number	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]				
House	HVAC – House		Building Structural	
Small Buildings	Building Services		Plumbing – House	
Large Buildings	Detection, Lighting and Power		Plumbing – All Buildings	
Complex Buildings	Fire Protection		On-site Sewage Systems	
Description of designer's work				
D. Declaration of Designer				
I _____ declare that (choose one as appropriate): (print name) 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: _____ 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: _____ 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) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.

Agent of Record Letter



Please complete in full if: the owner is not the applicant, or the owners wish to have an agent speak on their behalf.

If there are multiple owners, please have an Authorization letter from each owner.

If an agent is representing the owner(s), they must complete the following:

I, (we) _____ being the
registered owner(s) of the property.

Hereby authorize _____ to prepare, submit and
obtain a building permit, on my behalf, for the project at _____.

Please check appropriate box:

☐ Construct	☐ Install	☐ Alter/ Repair	☐ Renovate
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Describe work:

Print Name of Owner

Print Name of Agent

Signature of Owner

Signature of Agent

Date

ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: _____ DATE: _____
CURRENT ADDRESS: _____ PHONE: _____

BLDG. PERMIT #: _____

R-PLAN #: _____
APPLICATION ADDRESS: _____ LOT #: _____

CONCESSION #: _____

ENTRANCE APPLICATION / DAMAGE DEPOSIT : (Check appropriate selection)

- ☐ New Entrance Permit (for building permit)
- ☐ Culvert Repair/Replacement
- ☐ Entrance Widening
- ☐ Access for Pool Installation
- ☐ Building construction in excess of \$10,000
- ☐ Paving Resurfacing

****For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location****

APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)

All applications: must include a \$50.00 inspection fee (non-refundable)

New Driveway/Entrance Permit: \$100 application fee (non-refundable)

On approval of application: \$2,500. Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

Culvert Installation Cost: \$1,800 per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre (Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature _____ Date _____

TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

		Entrance Permit Approved By: _____	
Inspection Fee**	\$ 50.00		
New Entrance Application	\$ 100.00	Culvert Required: L	Dia.
Culvert Fee **	\$.		
Damage Deposit ***	\$.	Date of Inspection:	_____
Total Fee	\$.		

Application & culvert fee (1-4-310-0148) *Damage deposit: (1-2-023-9711)

☐ If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

DAMAGE DEPOSIT

PRE-CONSTRUCTION INSPECTION:

Inspection By: _____

Date of Inspection: _____

Comments: _____

Damage Deposit Required: Y: ☐ N: ☐ Date of Deposit _____ Amount \$ _____

Signature

Date

POST-CONSTRUCTION INSPECTION:

Inspection By: _____

Date of Final Inspection _____

Comments: _____

DAMAGE DEPOSIT RELEASE:

Amount \$ _____ Release from 1.2.021.9711

Comments: _____

Signature of Inspector

Date

Signature of Supervisor

Date

Signature of Manager

Date

Signature of Deputy
Treasurer

Date

☐ Copy to GL Clerk

ADDITIONAL DETAILS:

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &
Damage Deposit Applications

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &
Damage Deposit Applications