

## **Application for a Permit to Install a Sewage System as Result of a Performance Review Instructions:**

### **1. Complete the application in full:**

- This smart form will automatically populate most calculations
- Insert signatures electronically or manually
- Sewage System Designs can be cut and pasted onto the design page or attached as a separate document.

### **2. Supporting Documents Required:**

- Lot Diagram & Sewage System Plan must be accurate and to scale. It must indicate north point and show the location of sewage system components (e.g. tanks, leaching bed, direction of mantle, etc), locate and show horizontal distance from system to adjacent existing or proposed buildings, water supplies (including neighbours) existing on-site systems, driveways, centreline of road, side and rear property lines, lakes, rivers, springs, water courses, swimming pools, lot dimensions and topographic features (e.g. swamps, steep slopes) near system
- Depending on the location, written approval from other governing agencies may be required (ie MTO and/or Conservation Authority)

### **3. Submitting the application:**

- Complete applications can be submitted to [permits@greaternapanee.com](mailto:permits@greaternapanee.com) or, if in person, to our front desk between 9:00 am and 4:00 pm, where a receptionist will scan the application, on your behalf.

### **4. Process:**

- Once a complete application has been received an inspector will contact you within 10 business days to advise you of a permit issuance and of fees owing.
- Once the permit has been picked up and fees have been paid, the initial site visit will take place to view the test holes, determine the height of the system above grade and ensure the placement of the sewage system meets the Ontario Building Code requirements. Inspection must be booked at least 3 days prior to requiring one.
- A final inspection will be done when the sewage system is installed but not covered.
- A final grading inspection will be done once the sewage system has been backfilled, the slopes stabilized, and the system has been seeded.
- Final paperwork will be emailed or mailed to the owner.

### **5. Payment:**

- Payment, due at time of permit issuance, can be made by cash, debit or cheque.

**If you have any questions, please contact us at:**

[permits@greaternapanee.com](mailto:permits@greaternapanee.com)

Phone (613) 776-1150 or (613) 354-3351 ext 4008

# Application for a Permit to Install a Sewage System as Result of a Performance Review

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>TOWN OF GREATER NAPANEE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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="radio"/> New Construction <input type="radio"/> Addition to an existing building <input type="radio"/> Alteration/repair <input type="radio"/> Demolition <input type="radio"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant      Applicant is: <input type="radio"/> Owner    or <input type="radio"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality		Postal code	Province
Telephone number		Cell number	
Email			
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality		Postal code	Province
Telephone number		Cell number	
E-mail			

<b>E. Builder (if known)</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. New home construction licensing requirement</b>				
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): _____				
<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</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 (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
<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., 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.

<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
Telephone		Cell number	
Email			
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
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-stie 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) (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 practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.







**SEWAGE SYSTEM SPECIFICATIONS PAGE**

OFFICE USE ONLY	Application #
Name:	Date Submitted:
Fee #	Fee \$
Renewal Date:	Entered:

<b>Structure:</b>	New Existing	Residential Commercial	If the sewage system is non-residential, attach a separate copy of the specifications and plans.
-------------------	-----------------	---------------------------	--

<b># of Bedrooms:</b>	<b>Fixture Units:</b> Complete Table 2	<b>Total Finished Area:</b>	<b>Daily Design Sewage Flow (Q)*:</b>	<b>Septic Tank Capacity (2 x Q):</b>
_____	_____	_____ m <sup>2</sup>	_____ L/day	_____ L _____ L
		<input type="checkbox"/> Walkout basement		Calculated Size minimum 3600L

<b>Water Supply:</b>	Proposed Existing	*Backwash water from any water treatment unit (i.e. water softener) must be accounted for in the sewage system design.			
		Drilled Well Casing Depth	m	Dug/Bored/Blasted Well Sandpoint/Drivepoint	Municipal Cistern Surface Water Shore Well

**Soils**  
Indicate soil types (sand, silt, clay), bedrock, and the high ground water table below.

(m) Test Pit

0.0 \_\_\_\_\_  
0.3 \_\_\_\_\_  
0.6 \_\_\_\_\_  
0.9 \_\_\_\_\_  
1.2 \_\_\_\_\_  
1.5 \_\_\_\_\_

Estimated Percolation Rate of Native Soil: T = \_\_\_\_\_ min/cm

Tested Percolation Rate of Imported Soil: T = \_\_\_\_\_ min/cm

<b>Holding Tank Capacity (7 x Q): (Class 5 Only)</b>
_____ L (minimum of 9000L)

<b>Class 4 Sewage System Type:</b>
Conventional Leaching Bed Chamber System Leaching Bed Filter Media Bed Shallow Buried Trenches Type A Dispersal Bed* Type B Dispersal Bed*

\* These sewage systems **require** a Level IV treatment unit certified to the CAN/BNQ 3680-600 standard, or a treatment unit described in Supplementary Standard SB-5.

<b>Treatment Unit:</b>
Level II    Level III    Level IV
Service Agreement Provided

Manufacturer: _____
Model: _____
BMEC Authorization Provided

<b>Conventional Leaching Bed: (minimum 40m)</b>
Total distribution pipe = _____ m
Mantle required    Pump required

<b>Chamber System Leaching Bed: (minimum 40m)</b>
Total chamber length = _____ m
Manufacturer: _____
Model: _____
# of pieces: _____
Mantle required    Pump required

<b>Filter Media Bed:</b>
Loading Area: _____ m <sup>2</sup>
Contact Area: _____ m <sup>2</sup>
Total distribution pipe = _____ m
Mantle required    Pump required

<b>Shallow Buried Trenches: (minimum 30m)</b>
Total trench length = _____ m

<b>Method of Subsurface Detection:</b>
Magnetic
Tracer wire (14 gauge plastic coated)
Other means: _____

<b>Type A Dispersal Bed:</b>
Stone Layer Area: _____ m <sup>2</sup>
Sand Layer Area: _____ m <sup>2</sup>
Mantle required

<b>Type B Dispersal Bed:</b>
Stone Layer Area: _____ m <sup>2</sup>
Linear Loading Rate: 50 L/m    40 L/m
Pump Chamber Capacity: _____ L

<b>Loading Rate (from Table 3):</b>
Q _____ ÷ _____ L/m <sup>2</sup> /day
= _____ area (m <sup>2</sup> )

**Recommendations/Conditions** (for office use only):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# SEWAGE SYSTEM PLANS PAGE

APPLICATION NO: \_\_\_\_\_

NAME: \_\_\_\_\_

**LOT DIAGRAM AND SEWAGE SYSTEM PLAN:** Drawing must be **accurate** and to **scale**. Indicate north point and show:

- (a) Location of sewage system components (e.g. tanks, leaching bed, direction of mantle, etc). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbours), existing on-site systems, driveways, property lines, lakes, rivers, springs, water courses, swimming pools
- (b) Lot dimensions, topographic features (e.g. swamps, steep slopes) near system.      1 square = \_\_\_\_\_(m / ft)      **DRAW TO SCALE**

Benchmark:

## SEWAGE SYSTEM CROSS SECTION (FOR NEW SEWAGE SYSTEMS ONLY)

APPROVED  REJECTED  (See recommendations on previous page.)

Permit to install a Class 2, 3, 4, 5 Sewage System under section 8-(1) (2) of the Building Code Act, S.O. 1992, C.23.

This permit is issued to the owner to construct, install, alter, extend, enlarge or continue to use a Class \_\_\_\_\_ Sewage system.

Any person who is not issued a permit may apply to the Building Code Commission for any issues involving the Building Code or Compliance to the Code.

Approved by:

Inspector: \_\_\_\_\_ / AS PER CBO      Date: \_\_\_\_\_



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date