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Procedure for an Application for a Sewage System Permit

The following guidelines summarize the minimum information and documentation required to obtain a septic permit in accordance with the Building Code Act and the Township of North Kawartha Building By-Law.

If you are doing any new construction or additions to an existing structure within a shoreline area, you may require additional **Planning Approvals** from such agencies as the Conservation Authority, Ministry of Natural Resources or other applicable law.

1. Completed Application;

- a. A Ministry of Municipal Affairs and Housing application fully completed including Roll No.; Note: if not signed by owner, provide a letter of authorization from the owner
- b. Schedule 1 – Designer Information for On-Site Sewage System
- c. Schedule 2 – Sewage System Installer Information

2. Supporting Documentation;

- 1) **Form 2** – soil and water table: information
- 2) **Form 3** – Calculations – Design Criteria

The performance of a septic system must be evaluated if one or more of the following are proposed;

- Adding bedrooms,
- Adding plumbing fixtures, or
- Increasing floor area by 15% or greater
- If no information is available to verify existing system capacity
- The daily design flow of the septic system must meet Division B 8.2.1.3 of the Ontario Building Code.

3. **Form 4** – Proposal to Construct Class 4 Sewage System

Note: If the installer “Z” designed the sewage system, installer “Z” is the only one who can construct it. If an owner changes installers and wishes installer “Q” to install the system, installer “Q” will be required to provide a replacement application, design, and additional fees.

The Site Plan is the **most important part of the application**. The **Site Plan** provides an aerial view of the property. This could be a survey or drawing as long as it is accurate and to scale. The site plan must be large enough and clear enough to be legible but shall not exceed a paper size of 11x17”.

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The site plan shall include the following:

- Overall property layout, indicating property lines
- The legal description, lot size, property dimensions
- The location and voltage of hydro electric transmission lines of above ground electrical conductors
- The location of clearances (setbacks) located both on the property and in proximity to the property, as described in column 1 of Tables 8.2.1.5, 8.2.1.6A or 8.2.1.6C of the Building Code, which includes structures, as well with a water tight casing to a depth of 6 m., other well, lake, pond, reservoir, river, spring not used as a source of potable water, stream and property line
- Existing and finished ground levels or grades or identification of site topography
- The location of existing or proposed buildings
- Existing rights-of-way, easements and municipal services, utility corridors
- The location of any existing or proposed sewage system
- The location of any unsuitable, disturbed or compacted areas, proposed access routes for system maintenance
- Setbacks from driveway
- North arrow

A list of Sewage System Permit fees has been included for your information. The fee will be determined and entered by the Building Department Staff.

The Approval Process

The approval process generally consists of:

- Screening of the application for completeness (incomplete applications will not be accepted)
- A site inspection technical review
- Issuance of approval. The steps are outlined below.

A screening of the application will determine if all information has been provided. This is **not** a technical review. Incomplete applications will be returned. The following constitutes a complete permit application. **See checklist below for required information. If the application is accepted, the fees shall be paid in full.**

<input type="checkbox"/>	Application Complete
<input type="checkbox"/>	Schedule 1 Designer Information Sheet Complete
<input type="checkbox"/>	Schedule 2 Installer Information Sheet Complete
<input type="checkbox"/>	Declaration Signed
<input type="checkbox"/>	Calculation Sheets (1,2,3) Complete
<input type="checkbox"/>	Site Plan with applicable details
<input type="checkbox"/>	Cross Section Drawing of designed system

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If the application is accepted a site inspection will be required. It is the applicant/owner's responsibility to request the inspection when the site is ready. The location of the proposed sewage system components should be clearly marked out on site. Test holes must be excavated at the proposed site. They will be 5 feet (1.5 metres) in depth or to rock. The property lines should be clearly marked.

A technical review of the application will be carried out within five business days of the receipt of a completed application and the completion of the onsite inspection.

The inspection combined with the technical review will assess the;

- Applications compliance with the Ontario Building Code,
- Adequacy of the submitted detailed design documentation and other supporting information;
- Conformance of the design to the principles of sound engineering, and
- The adequacy of controls and maintenance features provided to facilitate the proper operation of the sewage system.

Where the Inspector determines that the design is unsatisfactory for any reason, the designer will be advised of the non-compliance and an amended application will be required.

Issuance of the Permit

You will receive:

- A laminated copy of your building permit showing the required inspections that shall be posted in a visible location on site
- A second copy of the permit with a summary of the system attached.

Inspection Requirements

It is **your responsibility** to notify us when your project is ready for any of the inspections listed.

- **Subgrade or Base Inspection** prior to installation may be a condition of Approval.
- **Review the approval.** Prior to the request for inspection provide "as built drawing" of installation, grain size analysis and weight bills for filter media.
- **Substantial Completion** inspection is required when the septic system is substantially complete, before backfilling of bed and tank.
- **Final Grading Inspection** When construction of the sewage system is complete, a final grading inspection is required. This inspection will be requested on the inspection report provided during the substantial completion inspection.

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Important – No sewage system shall be put into use until a final inspection has been completed.