



THE MUNICIPALITY OF CENTRAL ELGIN

SEPTIC PERMIT





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Septic System Permit Guide

A septic permit is required to install a new septic system, repair or replace any part of the septic system. The daily design flow needs to be 10,000 litres/day or below for the whole site.

Sewage Works is required if the daily design flow exceeds 10,000 litres/day for the whole site. An Environmental Compliance Certificate (ECA) is required from the Ministry of Environment, Conservation and Parks (MECP) for sewage works. [Environmental Compliance Approval](#) process can be found online.

Ministry of Environment, Park and Conservation keep [well records](#).

Renovations to existing buildings may reduce the performance level of the sewage system in the following situations

- The number of bedrooms in a dwelling are increased,
- If the proposed construction exceeds 15% of the gross area of the dwelling unit,
- New plumbing fixtures are added to the dwelling, or
- If the addition, expansion, alteration or change proposed encroaches on the sewage system or any of its components.

If any of the above apply, applicants must contact the Central Elgin Building Department for approval.

Required Documents

1. [Applicable Laws Checklist](#) (In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.)
2. [Application to Construct or Demolish](#)
3. [Schedule 1](#)
4. [Schedule 2](#)
5. [Applicant Authorization Form](#) (if applicant is not the registered property owner)
6. [Lot Grading Plan / Lot Grading Exemption](#) – To determine if a grading plan is required, please call 519.631.4860 (Ext. 284).

Drawings/Specifications

1. [Septic Summary Sheet & Work Sheets](#)
2. [Percolation Time](#) ('T' time) from a licensed soil testing agency
3. Building Material Evaluation Commission (BMEC) or CAN/ BNQ "Onsite Residential Wastewater Treatment Technologies" approvals (if applicable)

How to Apply:

Step 1: Review and complete the Applicable Laws checklist.

Step 2: Complete the required forms (see above/attached) and apply for a permit by submitting the forms and all required documentation in person or online through Cloudpermit. Please refer to our [website](#) for online submission instructions.

Once received the application will be reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements. A permit will be issued when the review is complete, and all fees are paid.

Construction may commence and required inspections requested once the permit is issued. When all required inspections are completed and requested documentation submitted, the permit will be closed.



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Applicable Law Checklist

This form is used to confirm approvals from other agencies that are required before a building permit can be issued.

Project Address: _____

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene any applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. Timeframes for building permit review cannot be established until all required applicable law approvals have been received and the associated documentation submitted to the Building Department.

If you answer 'yes' to any of the following questions, please ensure that the approval documents issued by the relevant authority/agency are submitted with this permit application. Approval documents that are required but have not yet been received from the relevant authority/agency, must be acknowledged in the declaration located on the bottom of this form.

	Yes	No
Zoning By-Laws – Building Department & Planning Department		
Is/Was a minor variance required to permit the proposed construction or land use? Is/was a rezoning required to permit the proposed construction or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is a land division or subdivision application required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval – Planning Department		
Does this development require site plan approval from the Planning Department? Are you intending to live in an existing dwelling on the subject property during construction of your new dwelling on the same property?	<input type="checkbox"/>	<input type="checkbox"/>
Design Requirements – Ontario Association of Architects/Professional Engineers Ontario		
Does the proposed construction require design by an Architect or a Professional Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
On-site Sewage System (Septic) Approval – Building Department		
Does the proposed construction impact a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
Are you demolishing a building that is connected to a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
Heritage – Municipality of Central Elgin – List of Recognized Properties		
Is the building recognized by the Municipality as having historical and heritage significance?	<input type="checkbox"/>	<input type="checkbox"/>
Are you demolishing a building that is a designated heritage property?	<input type="checkbox"/>	<input type="checkbox"/>
Road Permits – Municipal or Country of Elgin		
Are you proposing a new entrance or changes to an existing entrance on the property? Select one: <input type="checkbox"/> Municipal Road <input type="checkbox"/> County Road	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Authority Permits – Building Department, Kettle Creek & Catfish Creek Conservation Authority		
Does the property abut or contain a ravine, watercourse, wetland or shoreline, and does it fall within an area regulated by a Conservation Authority?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Public Lands Works Permit – Ontario Ministry of Natural Resources		
Is the property Crown Lands or Shore Lands?	<input type="checkbox"/>	<input type="checkbox"/>
Building and Land Use Permits - Ontario Ministry of Transportation		
Is the property within 45m of a highway or 180m from any highway intersection? Is the property within 395m of a controlled highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a major traffic generating project located within 800m of a highway?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Approvals – Ontario Ministry of the Environment		
Is a record of site condition required due to a change to a more sensitive land use? (ie. Industrial/Commercial to Residential)	<input type="checkbox"/>	<input type="checkbox"/>
Is this property a former waste disposal site or former industrial site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Will this project generate a daily sewage flow of 10,000L or more?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Conductor Clearances - Electrical Safety Authority & Building Code		
Are any overhead power lines located either above or within 5.5 meters of the project?	<input type="checkbox"/>	<input type="checkbox"/>
Clean Water Act/Source Protection – Planning Department & Kettle Creek Conservation Authority		
Does a water source protection plan restrict the land use you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture and Farms – Ontario Ministry of Agriculture, Food, and Agribusiness		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>
Education and Child Care Centres – Ontario Ministry of Education		
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve the demolition of a school?	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centres – Ontario Ministry of Children, Community and Social Services		
Is this a senior’s project where Ontario Government funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>
X-Ray Equipment – Ontario Ministry of Health		
Does the project include spaces for the use of X-Ray equipment?	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

I have considered the list of applicable laws above and as described in Article 1.3.1.3 of the Ontario Building Code, and do hereby declare that:

- None of these applicable law approvals apply to this project
- Applicable laws checked with a “YES” apply to this project and approval documents are submitted with this application
- Applicable laws checked with a “YES” apply to the project, however not all approval documents have been received from the relevant authority/agency(s)

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).

Name:

Date:

Applicable Laws & Building Permits - Additional Information

In many instances, approvals are required from other agencies and authorities to ensure that a development can be safely and suitably accommodated on a proposed site. The requirements and regulations associated with these approvals can have significant impact on the design parameters of a project, so it is important that they are completed prior to applying for a building permit. Fully complete building permit applications are given priority by law and are less likely to have their review timelines impacted by the requirements and changes resulting from these other processes.

Zoning & Planning

Contact: Central Elgin Building Department at 519-631-4860 ext. 284 / Central Elgin Planning Department at 519-633-2560 <https://www.centralelgin.org/en/building-and-development/planning-and-development.aspx>

Planning Act, s. 34, 34(5), 45 and Part VI

Zoning by-laws restrict things such as land use, lot size, building size and setbacks. If your project does not comply with the relevant sections of the zoning by-law, a minor variance or rezoning must be applied for and granted before any building permit can be issued. Zoning by-laws can also be used to restrict the issuance of building permits until an associated planning application (such as land division or subdivision) has been completed, or, until municipal servicing has been made available.

Planning Act, s. 41

Site Plan Approval is required for most new industrial, commercial, institutional and multi-residential buildings and additions. A finalized site plan, and site plan agreement must be registered on the title of the property before a building permit can be issued. Houses, residential accessory buildings and agricultural buildings are exempt from this process.

Design Requirements

Contact: Ontario Association of Architects www.oaa.on.ca or Professional Engineers Ontario www.peo.on.ca

Architects Act R.S.O. 1990 or Professional Engineers Act R.S.O. 1990

Certain buildings require design and general review by an architect and/or a professional engineer. Stamped design documents and 'Commitment to General Review' forms must be provided prior to the issuance of any building permits.

Heritage

Contact: Municipality of Central Elgin
<https://www.centralelgin.org/en/recreation-and-culture/designated-heritage-properties.aspx>

Ontario Heritage Act, s. 27, 30, 33, 34, 40. 1 & 42

The Municipality of Central Elgin has recognized the historical and heritage significance of eligible buildings and properties within the community through the Heritage Plaque Program. Approval should be obtained by the Municipality prior to any work or proposed demolition of any building listed within this program.

Conservation Authority Permits

Contact: Kettle Creek Conservation Authority at 519-631-1270
www.kettlecreekconservation.on.ca

Catfish Creek Conservation Authority at 519-773-9037
<https://www.catfishcreek.ca>

Conservation Authorities Act, s. 28(1)(c)

Any development proposed within a portion of a property that is regulated by a Conservation Authority must obtain approval from the respective Conservation Authority before any building permits can be issued. Regulated area mapping can be obtained from Conservation Ontario at: www.camaps.ca.

Public Lands Work Permits

Contact: Ministry of Natural Resources at 1-800-387-7011

<https://www.ontario.ca/page/crown-land-work-permits>

Public Lands Act

Ministry approvals are required for the construction of buildings, and any dredging or filling on Crown land and shore lands.

Highway Corridor Building & Land Use Permits

Contact: Ministry of Transportation (MTO) – Highway Corridor Management

<https://www.hcms.mto.gov.on.ca/>

Public Transportation and Highway Improvement Act, s. 34, 38

MTO authorization is required for a variety of development and construction activities proposed within the vicinity of a provincial highway, including new buildings, signage and entrances.

Environmental Approvals

Contact: Ministry of the Environment, Conservation and Parks (MECP) at 1-800-565-4923

<https://www.ontario.ca/page/ministry-environment-conservation-parks>

Environmental Protection Act, s. 46, 47.3, 168 and the Environmental Assessment Act, s. 5

MECP approvals are required for projects that involve a change to a more sensitive land use, ex. industrial to residential. Similarly, approvals are required for the redevelopment of brownfield sites and for development occurring on former waste disposal sites. The MECP also issues approvals for major industrial, commercial and government projects and for any renewable energy projects.

Electrical Conductor Clearances

Contact: Electrical Safety Authority at 1-877-372-7233

<https://www.esasafe.com/>

Ontario Building Code, Div. B 3.1.20. and 9.1.1.5.

Certain minimum clearances must be maintained from overhead electrical conductors depending on their voltage. Please contact the appropriate authority to obtain written approval to accompany permit submission.

Clean Water Act/Source Protection

Contact: Kettle Creek Conservation Authority at 519-631-1270

<https://www.sourcewater.ca/source-protection-areas/kettle-creek-source-protection-area>

Clean Water Act, s.59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official.

Agriculture and Farms

Contact: Ministry of Agriculture, Food and Agribusiness at 1-877-424-1300

Nutrient Management Act 2002, Milk Act, s. 14

<https://www.ontario.ca/page/when-farms-require-nutrient-management-strategy-nms-nutrient-management-plan-nmp-or-non>

Buildings or structures that are intended to house animals or store manure may require the submission of a Nutrient Management Strategy for Ministry review and approval. The Ministry also reviews and issues approvals for dairy processing plans and any associated additions or alterations thereto.

Education and Child Care Centres

Contact: Ministry of Education at 1-800-387-5514 <https://www.ontario.ca/page/ministry-education>

Education Act, Child Care and Early Years Act

Any construction project associated with a proposed, or already existing licensed childcare centre, requires approval by the Ministry of Education. Ministry approval is also required prior to the demolition of any school building owned by the public or separate school boards.

Seniors Centres

Contact: Ontario Ministry of Children, Community and Social Services at 1-888-789-4199 <https://www.ontario.ca/page/ministry-children-community-and-social-services>

Seniors Active Living Centres Act, 2017

X-Ray Equipment

Contact: Ministry of Health at 1-800-268-1153

<https://www.ontario.ca/page/ministry-health>

<https://www.ontario.ca/page/registering-x-ray-sources-workplace>

Healing Arts Radiation Act

Where X-Ray equipment is used for primary exposure to humans, approvals are required before a building permit can be issued.

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)				
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.

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			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>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>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

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.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			



THE MUNICIPALITY OF CENTRAL ELGIN

Authorization Letter

To: _____ The Municipality of Central Elgin _____

Date: _____

Project Address: _____

Project Description: _____

Owner(s) Information	Authorized Agent Information
Name (Owner 1): _____	Agent Name: _____
Name (Owner 2): _____	Agent Address: _____
Owner Address: _____	City/Town, Prov.: _____
City/Town, Prov.: _____	Postal Code: _____
Postal Code: _____	Phone Number: _____
Phone Number: _____	Email Address: _____

I/We the undersigned, as registered property owner(s) of the above noted property, authorize the agent names above to submit, amend and execute a building permit on our behalf for the project described in this letter.

I/We understand that we are ultimately responsible for ensuring that the project is completed in accordance with Applicable Law, Municipal By-law and the Building Code, as amended.

Furthermore, for the purposes of the Freedom of Information Act, I/We authorize and consent to the disclosure of any information that is collected under the Building Code Act and the Building Code, as amended, to required agencies for the purposes of processing this application.

Owner Signature

Date



LOT GRADING EXEMPTION REQUEST

Property Owner Name _____ Permit _____

Address _____

Phone _____ Email _____

Description of Work _____

SKETCH/PLAN (Indicate Location of Proposed Work)

Municipal Drain On Property? Name: _____



Indicate North

On the approval of this exemption you are hereby advised that you **will** be responsible for any flooding or drainage disputes which may arise as a result of this construction

Signature of Applicant	Date
Comments	
Signature of Senior Engineering Technologist	Date

Summary Sheet – Use the attached worksheets to complete this summary sheet.

Project Address: _____

Septic Permit System Summary / Overview		
Applicable Law Documents Attached (check all applicable)	<input type="checkbox"/> Conservation Authority Approval <input type="checkbox"/> Source Water Protection <input type="checkbox"/> Construction in Hazard Lands	<input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Minor Variance <input type="checkbox"/> Lot Grading Plan/Exemption
Total Number of Bedrooms _____		Total Number of Fixture Units _____
Total Finished Floor Area _____ m ² _____ sq.ft		Daily Design Flow (Q) (litre/day) _____
<input type="checkbox"/> Residential (dwelling) <input type="checkbox"/> Camp for the Housing of Workers <input type="checkbox"/> Other occupancy (Identify) _____		
Water Supply: <input type="checkbox"/> Municipal <input type="checkbox"/> Dug Well <input type="checkbox"/> Drilled well <input type="checkbox"/> Shallow Well Point <input type="checkbox"/> Other: _____	Type of Native Soil: _____ <input type="checkbox"/> Soils Analysis attached Percolation rate ("T" time): _____ Depth to water table: _____ Slope of land in tile bed area _____ %	Type of Imported Fill: _____ <input type="checkbox"/> Soils Analysis attached Percolation rate ("t" time): _____
Class of System <input type="checkbox"/> Class 2 – Greywater <input type="checkbox"/> Class 4 – Leaching Bed System <input type="checkbox"/> Class 5 – Holding Tank		
System Components (Complete all that apply) <input type="checkbox"/> Septic tank capacity (L) _____ <input type="checkbox"/> Pump capacity (L) _____ <input type="checkbox"/> Distribution Box _____ <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Advance Treatment Unit capacity: (L) _____ Manufacture and Model _____		
Method of Distribution Pipe Detection <input type="checkbox"/> magnetic means <input type="checkbox"/> tracer wire (14 gauge TW solid copper light coloured plastic coated) <input type="checkbox"/> other means (please specify) _____		
Complete A, B, C, D, E, or F – Class 4 Systems Only		
A. ABSORPTION TRENCH <input type="checkbox"/> In- ground <input type="checkbox"/> Raised <input type="checkbox"/> Distribution pipe <input type="checkbox"/> Leaching chambers <input type="checkbox"/> Type I <input type="checkbox"/> Type II Length of pipe _____ m <input type="checkbox"/> Mantel Required Mantel Area _____ m ²	B. FILTER BED <input type="checkbox"/> In- ground <input type="checkbox"/> Raised Effective Area _____ m ² Contact Area: _____ m ² <input type="checkbox"/> Distribution pipe <input type="checkbox"/> Leaching chambers <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Mantel Required Mantel Area _____	C. SHALLOW BURIED TRENCH Type: _____ Length of chamber: _____ m
D. ADVANCE TREATMENT SYSTEM (BMEC & CAN/BNQ) <input type="checkbox"/> BMEC authorization provided <input type="checkbox"/> CAN/BNQ authorization provided <input type="checkbox"/> Service agreement provided Mantel area _____ m ² Stone layer area _____ m ² Sand layer area: _____ m ² <input type="checkbox"/> System specifications provided <input type="checkbox"/> Manufacturer's installation manual provided	E. TYPE A DISPERSAL BED <input type="checkbox"/> In- ground <input type="checkbox"/> Raised Length of pipe _____ m Mantel Area _____ m ² Stone layer area _____ m ² Sand layer area _____ m ²	F. TYPE B DISPERSAL BED <input type="checkbox"/> In- ground <input type="checkbox"/> Raised Stone layer area _____ m ² Linear loading rate <input type="checkbox"/> 40 L/m <input type="checkbox"/> 50 L/m

Worksheet A: Dwelling - Daily Design Flow Calculations (Q)

Step 1 – Determining the Number of Fixture Units

Fixtures	Units	How Many?	Total
Bath group (toilet, sink, tub or shower) with flush tank	6.0	X	=
Bathtub only(with or without shower)	1.5	X	=
Shower stall	1.5	X	=
Wash basin / Lavatory (1.5 inch trap)	1.5	X	=
Water closet (toilet) tank operated	4.0	X	=
Bidet	1.0	X	=
Dishwasher	1.0	X	=
Floor Drain (3 inch trap)	3.0	X	=
Sink (with/without garbage grinder, domestic and other small type single, double or 2 single with a common trap)	1.5	X	=
Domestic washing machine	1.5	X	=
Combination sink and laundry tray single or double (installed on 1.5 inch trap)	1.5	X	=
Other:			
Total Number of Fixture Units:			

Step 2 – Determining Daily Design Sanitary Sewage Flows (Q)

A) Total Amount of Finished Floor Area: _____
(Square footage or square metres of house) $1m^2 = 10.764 ft^2$

B) Number of Bedrooms: _____
(Also includes dens, libraries, study, sewing room, hobby room as these rooms could be converted to bedrooms in the future, bedrooms located in the basement and/or attic must also be included)

C) Number of Fixture Units: _____
(Determined in Step 1)

Based on the above calculations, use the chart below to determine Total Daily Design Sewage Flow.

Residential Occupancy	Volume (Litres)
Dwellings:	
a) 1 bedroom dwelling	750
b) 2 bedroom dwelling	1100
c) 3 bedroom dwelling	1600
d) 4 bedroom dwelling	2000
e) 5 bedroom dwelling	2500
f) Additional flow for:	
i) Each bedroom over 5	500
ii) Each 10m ² (or part thereof) over 200m ²	100
OR	
iii) Each fixture unit over 20 fixture units	50

Total Daily Design Sanitary Sewage Flow (Q) _____ litres.

1. Refer to Ontario Building Code Division B Table 7.4.9.3 for a complete listing of fixture types and units.
2. Where the laundry waste is not more than 20% of the total daily design flow, it may discharge to the sewage system. OBC 8.1.3.1(2)
3. Sump pumps should not be connected to the sewage system.

Worksheet B: Other Occupancy Types

Camp for the Housing of Workers	Number of Employees	(Q) Litres	Total
Note: building size, number of bedrooms and fixture count are not required for a Camp for the Housing of Workers		250	
Daily Design Flow (Q)			

Other Occupancy Daily Design Flow Calculation (Q)

To calculate the daily design flow for occupancies, please refer to Ontario Building Code Division B – Part 8 Table 8.2.1.3.B

Establishment	Operator Example: number of seats, per floor area, number of employees/students	Volume Litres	Total
Daily Design Flow (Q)			

Work Sheet C: Septic Tank Size

Minimum septic tank size permitted by the Ontario Building Code is 3600 litres.

Occupancy type	Daily Design Flow (Q)	Minimum tank size (L)
Residential Occupancy house, apartment, camp for housing of workers		x 2 =
All Other Occupancies		x 3 =

Worksheet D: Leaching Bed Calculations (Class 4)

Part 1: Complete All	
Type of leaching bed (select one) <input type="checkbox"/> A. Absorption trench <input type="checkbox"/> B. Filter Bed <input type="checkbox"/> C. Shallow Buried Trench <input type="checkbox"/> D. Advance Treatment System <input type="checkbox"/> E. Type A Dispersal Bed <input type="checkbox"/> F. Type B Dispersal Bed	
Percolation rate of native soil (T): _____	
Name of licensed testing agency: _____	
<input type="checkbox"/> In ground system <input type="checkbox"/> Raised Bed system	Height raised above original grade (metres)
Mantel (if applicable) <input type="checkbox"/> Imported <input type="checkbox"/> Native Soil Q/loading rate = _____ m ² Configured as: _____ m X _____ m	

Part 2: Complete One of A, B, C, D, E, F									
<input type="checkbox"/> A. Absorption Trench									
Total length of distribution pipe	Conventional $(Q \times T) \div 200 =$ _____ m Type I leaching chambers $(Q \times T) \div 200 =$ _____ m Type II leaching chambers $(Q \times T) \div 300 =$ _____ m Configured as: _____ runs of _____ m Total: _____ m								
<input type="checkbox"/> B. Filter Bed									
Effective Area If $Q \leq 3000$ litres per day use $Q \div 75$ If $Q > 3000$ litres per day use $Q \div 50$ Level II-IV treatment units, use $Q \div 100$ Distribution Pipe Contact Area = $(Q \times T) \div 850$ Mantel (see Part 1)	Effective area: _____ (Q) \div _____ (75, 50, or 100) = _____ m ² Configured as: _____ m x _____ m Number of beds _____ Number of runs: _____ Spacing of runs: _____ m Contact Area: (_____ (Q) X _____ (T)) \div 850 = _____ m ²								
<input type="checkbox"/> C. Shallow Buried Trench									
<table border="1"> <tr> <th>Percolation time (T) of soil in minutes:</th> <th>Length of distribution pipe (metres)</th> </tr> <tr> <td>$1 < T \leq 20$</td> <td>$Q \div 75$ metres</td> </tr> <tr> <td>$20 < T \leq 50$</td> <td>$Q \div 50$ metres</td> </tr> <tr> <td>$50 < T < 125$</td> <td>$Q \div 30$ metres</td> </tr> </table>	Percolation time (T) of soil in minutes:	Length of distribution pipe (metres)	$1 < T \leq 20$	$Q \div 75$ metres	$20 < T \leq 50$	$Q \div 50$ metres	$50 < T < 125$	$Q \div 30$ metres	$(L) =$ _____ (Q) \div _____ (75, 50, 30) = _____ m Configured as: _____ runs of _____ m Total: _____ m
Percolation time (T) of soil in minutes:	Length of distribution pipe (metres)								
$1 < T \leq 20$	$Q \div 75$ metres								
$20 < T \leq 50$	$Q \div 50$ metres								
$50 < T < 125$	$Q \div 30$ metres								
<input type="checkbox"/> D. Advance Treatment System									
Provided BMEC or CAN/BNQ approval, and manufacturer's system design documentation.									
<input type="checkbox"/> E. Type A Dispersal Bed									
Stone Layer If $Q \leq 3000$ litres per day, use $Q \div 75$ If $Q > 3000$ litres per day, use $Q \div 50$ Sand Layer $1 < T \leq 15$ use $(Q \times T) \div 850$ $T > 15$ use $(Q \times T) \div 400$	Stone Layer = _____ (Q) \div _____ (75 or 50) = _____ m ² Sand Layer = (_____ (Q) x _____ (T)) \div (850 or 400) = _____ m ²								
<input type="checkbox"/> F. Type B Dispersal Bed									
Area = $(Q \times T) \div 400$ Linear Loading Rate (LLR) $T < 24$ minutes, use 50 L/min If $T \geq 24$ minutes, use 40 L/min	Area = (_____ (Q) x _____ (T)) \div 400 = _____ m ² Pump chamber capacity = _____ L Length (Q \div LLR) = _____ m Bed configuration = _____ m x _____ m = _____ m ² Number of Beds = _____								
Distribution Pipe	Configured as: _____ runs of _____ m Total: _____ m								

Worksheet E: Cross Sectional Drawings

Subsoil Investigation – Test pit

1. Soil sample to be taken at a depth of
2. Test pit to be a minimum 0.9m

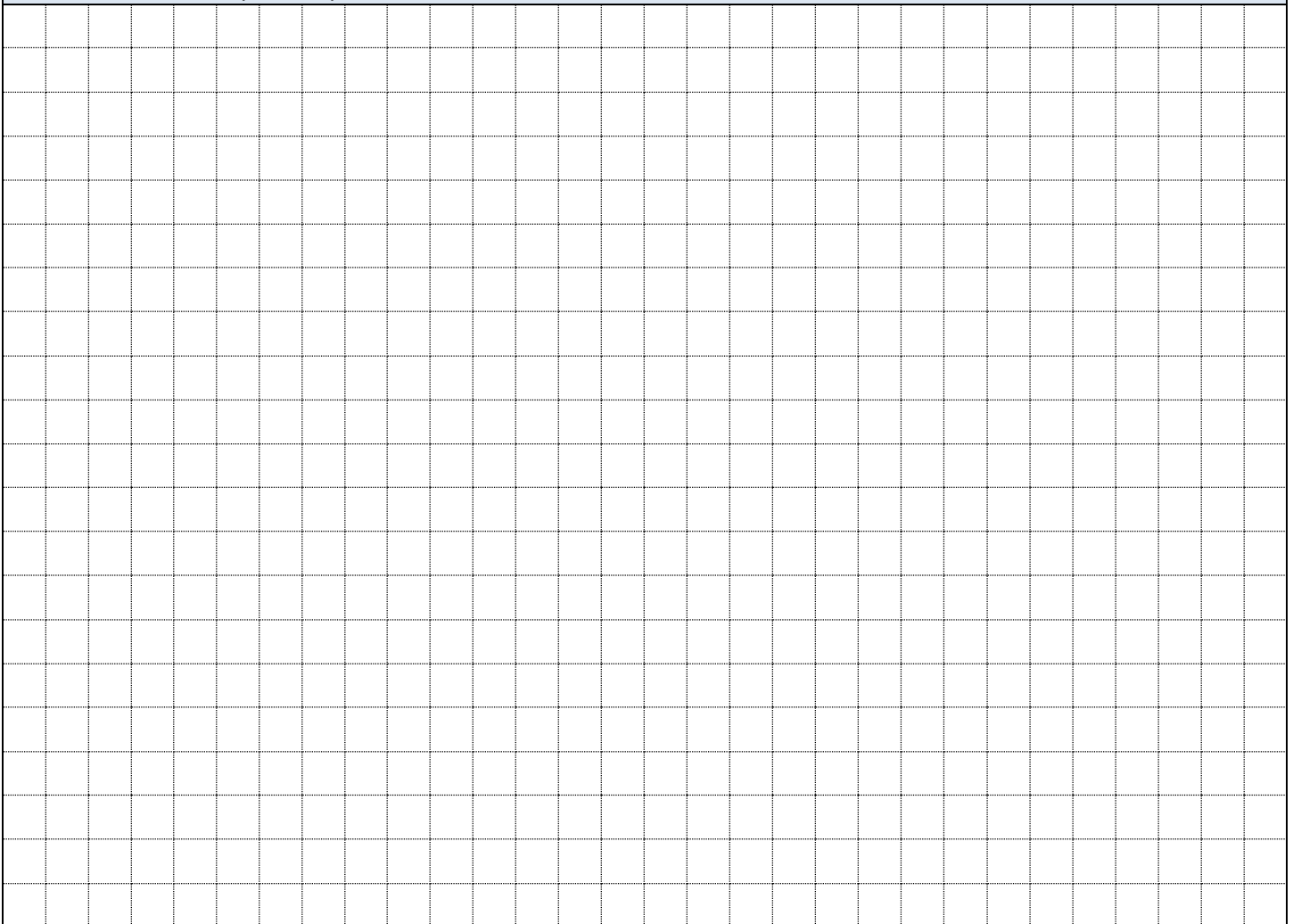
Indicate level of rock and ground water level below original grade.

Original grade
0.5m
1.0m
1.5m

Soil and subgrade investigation. Indicate soil types

Cross sectional drawings are required for all septic systems

1. Location of existing grade.
2. Measurements to each component, distances to water table
3. Label each septic component.



Worksheet F: Septic Site Plan

Please provide the following information on this work sheet:

1. Location of sewage system and its components (e.g. tank, leaching bed, pump chamber)
2. Location of all buildings, pools and wells on the property and neighbouring properties
3. Locate and show minimum clearances for treatment units and distribution piping of items. Ontario Building Code, Division B, Table 8.2.1.6.A. and 8.2.1.6.B.
4. Location of property lines, easements, and utility corridors.

CLEARANCE FOR SEPTIC TANKS AND DRAINFIELDS

	To septic tank	To septic field
Building (includes decks & shed)	1.5m (5 ft.)	5m (15 ft.)
Property Lines	3m (10 ft.)	3m (10 ft.)
Well- Dug well, lake, creek	15m (50 ft.)	30m (100 ft.)
Well- Drilled well (casing to 6 metres)	15m (50 ft.)	15m (50 ft.)
Lakes, rivers, ponds etc. (not portable)	15m (50 ft.)	15m (50 ft.)