



Building Department
42 Burnt Bridge Road, PO Box 40
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Sewage System Permit Instructions

Septic Permit Fee

\$250.00

This Package Contains:

1. Ontario Building Code Application for a Permit to Construct or Demolish including Schedule 1 and Schedule 2
2. Proposed Design Site Plan
3. Proposed Sewage System Design and Calculation Sheet
4. As Built Site Plan

All forms provided in this package must be completed and returned to Building Department along with the following other required documentation:

1. A Site Plan referenced to an up to date survey when available or to a drawing of the lot, **neatly and accurately drawn**, which shall indicate:
 - a) the dimensions of the lot (length, width);
 - b) the location and size of the proposed buildings & all existing buildings;
 - c) location of well, septic, easements (hydro, right of way etc) & driveways;
 - d) the setbacks of proposed building or addition from all lot lines, the road and other buildings within 3 metres, the highwater mark, and the well and septic system;
 - e) indicate any survey stakes that have been located;
 - f) the location and setbacks of the septic tank, leaching bed and any pump chamber;
 - g) the loading area and 15m mantle;
 - h) location of wells or water supply including neighbours;
 - i) eavestrough discharge;
 - j) topographical features including slope and direction of flow
 - k) distance to rivers, lakes or streams
2. Any proposal for the use of a Class 4 treatment unit, other than a septic tanks, will require a copy of the B.M.E.C. approval for that system, and once completed will require submission of "as built" drawings and the maintenance agreement.
3. If the applicant is not the owner of the property, or there is more than one property owner, the owner(s) must provide a letter appointing the applicant as an authorized agent.
4. The required fees must accompany the application in accordance with Building By-law No. 2005-17, Schedule A.

Note: Incomplete applications will not be accepted or reviewed and may be returned to the owner or applicant.