



SEWAGE SYSTEM VERIFICATION GUIDELINE

A Septic Verification Permit shall be submitted where a proposed development will reduce the performance level. A proper assessment by a Qualified Designer shall be conducted to ensure the existing sewage system is of adequate size and condition to serve the building appropriately.

RESIDENTIAL DWELLING UNIT

In accordance with Ontario Building Code Div B 11.4.2.5 (3), the performance level is reduced where proposed construction will either:

- a) increase the number of bedrooms in the dwelling unit,
- b) exceeds 15% of the finished floor area of the dwelling unit, OR
- c) adds new plumbing fixtures to the dwelling unit,

And therefore, resulting in a total daily design sanitary sewage flow exceeding the capacity of any component of a sewage system serving the dwelling unit.

NON-RESIDENTIAL

Refer to Ontario Building Code Div B 11.4.2.5 (1)(2) & (4) for effects on performance level.

A complete Septic Verification Application package shall include:

Description	Required	Submission Status	Comments
Building Permit Application	✓		Ensure the description field details the proposed building project
Municipal Form 5: Sewage System Verification	✓		Enclosed
Qualified Designer's Assessment	✓		Designer to assess existing system's adequacy for size, condition and clearances. Include existing septic record with application
Concept Plans	✓		Provide floor plans of existing and proposed (hand drawn is acceptable for verification only)
Permit Fee	✓		As per Fees & Charges By-law

NOTE: Any upgrade or replacement of an existing sewage system requires a full sewage permit INCLUDING the Qualified Designer's Assessment (Phase II & Calculations)



Municipal Form 5: Sewage System Verification

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 (One form per individual)			
Name		Firm	
Street Address		Unit No.	Lot/Con
Municipality	Postal Code	Province	
Phone Number		E-mail	
C. Declaration of Designer			
<p>I, _____ declare that the submitted documentation (print name)</p> <p>pertaining to the above noted property is in conformance with Part 8 Division B of the Ontario Building Code based on a site evaluation that;</p> <ol style="list-style-type: none">1. The existing septic system is of adequate size to support the proposed construction based on calculations provided with this application and proposed floor plans,2. The sewage system serving the building is in good operating condition and functioning as designed after conducting a comprehensive evaluation. <p><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.</p> <p>Individual BCIN: _____ Firm BCIN: _____</p> <p><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.</p> <p>Individual BCIN: _____</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>Date: _____ Signature: _____</p>			

For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d).of Division C, Article 3.2.5.1. of Division C

The Township of Tay assumes no responsibility regarding the proposed sewage system verification and maintenance/operation of the sewage system mentioned in this document. It is the sole responsibility of the owner to maintain their sewage system in accordance with Division B 8.9.3 of the Ontario Building Code.

Commonly asked questions

Q. What if the septic system is deemed inadequate for my proposed building project?

A. The project will need to be revised or the septic system will need to be upgraded.

Q. What if you as the owner nor the Township has any record of the sewage system to review?

A. Contact a qualified installer to provide the Township with a report detailing:

- Size and condition of the tank,
- Size and condition of the existing leaching bed including clearances to buildings and wells.

Note: You will need to expose the top of the tank and corners of the bed. The report will be used to complete this verification process.

Q. Can you apply for the building permit at the same time?

A. Yes, we will accept a complete building permit application package for your construction project but it will not be issued until the sewage system verification is approved **OR** if upgrades required, an approved septic permit issued.

Sewage System Verification

Completed by BCIN qualified designer/installer

Plumbing Fixtures	Before	After
Bathroom Group 2pc		
Bathroom Group 3pc		
Bathroom Group 4pc		
Bidet		
Kitchen sink		
Washing machine		
Laundry tub (only if separate drain from washing machine)		
Other sinks		
Dishwasher (only if separate drain from kitchen sink)		

Occupants and Area	Before	After
Number of bedrooms (number of occupants is determined by bedrooms Division B 3.17)		
Number of dwelling units (are you creating an apartment or duplex)		
Finished floor area Sqm [] or Sqft []		
Note: Do not include basements, garages, porches, or unheated seasonal sunrooms		

Is there a water softener that discharges its backwash into the sewage system? Y N

Water supply: Communal , drilled well , dug well , lake or river , Other _____

Do you have a Use permit from SCDHU or Township? Y _____ N _____

Office Use Only

File info Y () N () Site inspection Y () N () Installer report Y () N ()

Actual	No. of bedrooms:	Proposed	No. of bedrooms:
	T-time:		Finished Area:
	Total daily flow _____ L/day		Plumbing fixtures:
	Tank size:		Total daily flow _____ L/day
	Bed size:		Tank size: Size Adequate? Y () N ()
			Bed size: Size Adequate? Y () N ()

Grant as proposed [] Grant with conditions below [] Unable to approve (reasons below) []

Signature: _____ Date: _____
 Chief Building Official (or designate)