



SEWAGE SYSTEM PERMIT GUIDELINES

Description		Required	Submission Status	Comments
Applicable Law	County of Simcoe			If applicable
	Ministry of Transportation (MTO)			If applicable
Forms	Building Permit Application	✓		
	Schedule 1: Designer Information	✓		
	On-Site Sewage	✓		
	Schedule 2: Sewage System Installer Information	✓		
	Municipal Form 1: Sewage Fixture Count	✓		
Municipal Form 2, 3 or 4	✓			
Plans	Site Plan <ul style="list-style-type: none"> Identify bed and tank Provide dimensions for bed and clearances Identify surrounding well locations & types (including neighbours) 	✓		
	Cross Section <ul style="list-style-type: none"> Label imported and native elements including depths Identify existing grade 	✓		
Misc.	Letter of Agent	✓		When application is not signed by owner
	Permit Fee	✓		As per Fee By-law Calculated at submission

F.Y.I.

- Test Hole Inspection** - 2 test holes (dug with a backhoe) in bed area and 6 ft. deep in the bed area. This inspection must be undertaken by the Building Division prior to reviewing and issuing the permit
- Refer to the Home Owner's Guide for further details
- 2 copies of all plans / documents are required
- Plans must be to scale – minimum 1/4" = 1'**



SEWAGE SYSTEM VERIFICATION GUIDELINES

This application is to verify if the existing septic system is adequate to support the proposed construction.

As per the Ontario Building Code Division B 11.4.2.5

(3) The performance level of an existing dwelling unit is reduced where proposed construction that,

- a) increases number of bedrooms of 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,




will result in the total daily design sanitary sewage flow of the dwelling unit, calculated in accordance with Division B 8.2.1.3., exceeding the capacity of any component of a sewage system.

Simply put, where your proposed project includes a), b), or c), the septic system is required to be evaluated for compliance to the Code; both the tank and leaching bed are evaluated.

Note: For multi-residential or non-residential projects refer to Division B 11.4.2.5 (1)(2)(4)

See over for commonly asked questions.

What to provide with this application?

Description	Required	Submission Status	Comments
Building Permit Application	✓		Ensure the description field details the proposed building project
 Municipal Form 5: Sewage System Verification	✓		Enclosed
 Use Permit & As-built drawing of the sewage system from the SCDHU or Township	✓		Any documentation you have on your sewage system will be helpful in determining the adequacy of the system for your project
 Concept Plans	✓		Provide floor plans of existing and proposed (hand drawn is acceptable for verification only)
Permit Fee	✓		As per Fee By-law



- Refer to the Home Owner's Guide for further details
- 2 copies of all plans / documents are required
- **Plans must be to scale – minimum 1/4" = 1'**

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.

Note: It is recommended that you apply for this septic verification permit at the same time as the Zoning Certificate or as soon as possible. If the sewage system is required to be upgraded it may have cost impacts on your project.

Sewage System Verification

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:		
				Finished Area:		
	T-time:			Plumbing fixtures:		
	Total daily flow _____ L/day			Total daily flow _____ L/day		
	Tank size:			Tank size:	Size Adequate? Y () N ()	
	Bed size:			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)