



ON-SITE SEWAGE SYSTEM INFORMATION GUIDE

What documentation is required for a septic permit?

- 1. A complete building permit application, Schedule 1 – designer information and Schedule 2 – installer information.**
- 2. An accurate site plan (to scale & dimensioned) or survey of your lot including the following:**
 - i. Location of all new proposed sewage system components.
 - ii. Location of test pits done at time of site investigation
 - iii. All known wells on the property (location of neighboring wells may also be requested by the building department).
 - iv. Location of existing structures on the property (ie. house, deck, detached structures, driveway, pool)
 - v. Property lines, abutting water bodies (if applicable)
 - vi. Location of all existing sewage system components (if applicable).
- 3. A site investigation report done by a qualified designer including the following:**
 - i. Minimum on one test pit done in the location of the proposed leaching field.
 - ii. Ground water and bedrock elevations.
 - iii. General soil properties and conditions.
 - iv. Lab results for the resulting particle size distribution analysis and the Unified Soil Classification as described in MMAH Supplementary Standard SB-6.
 - v. A design percolation time.
- 4. An accurate daily design flow calculation done by a qualified designer.**
- 5. A class 4 sewage system design complying with provisions of Div. B Part 8.**

****Note:** If your property is located within regulated Conservation areas, or Well Head Source Protection areas, approval from the authorities having jurisdiction is also required.

What if I don't know who my installer is going to be?

- If you are still receiving installation quotes from qualified sewage system installers, indicate so in Section B of Schedule 2 and follow the listed instructions. Once you



have confirmed your installer, a new Schedule 2 must be provided to the building department with qualified installer information prior to construction.

What should I do with my old sewage system?

- If you are replacing an existing sewage system in a different location on your property, the old septic tank(s) must be pumped out and either removed, or filled with sand, clear stone or other suitable material. During a final inspection it must be witnessed that the old septic tank(s) has been decommissioned, and the building sewer connected to the old tank has been disconnected and is connected to the new.

What is a Maintenance agreement, and do I need one?

- The Ontario Building Code requires that everybody with a treatment unit (other than a septic tank) enter into an agreement for servicing and maintenance with a person authorized by the manufacturer. These treatment units provide an additional level of treatment to the effluent before entering the ground, and may require annual sampling of the effluent in addition to the agreement. If you are uncertain whether your sewage system requires a maintenance agreement, counting the lids (3 or more) can be an indicator of an advanced treatment unit, thus making the agreement necessary. The Maintenance agreement must be provided to the Building Department prior to use.

What is included in the cost of my building permit?

- The cost of your permit includes the review of your proposed project to ensure building and zoning compliance, issuing of your building permit and the necessary building inspections.
- Please visit the Township website for the current building permit fees. All permit application fees are paid at time of application; we accept cheque and online payment by credit card, a convenience fee of 1.75% will be added to online payments.

How long does it take before I get my permit?

- Once a complete application is made, the permit will be reviewed within a maximum of 10 business days. Within that time period your permit will be issued, or more information regarding your project may be requested by the building department.

What inspections will be done?



- The following are the necessary inspections for your project:
 - i. Readiness to construct the sewage system (prior to placement of sand or stone).
 - ii. Completion of the installation of the sewage system (prior to backfill).
- All mandatory inspections will be listed on the permit.

Booking Inspections

Please make your inspection request through **Cloudpermit**. If you have questions, you can email services@puslinch.ca or call the office at 519-763-1226 ext 181.

Inspections are conducted every Monday, Wednesday and Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date. (Example: Friday inspection must be requested before 3:00pm Thursday afternoon).

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Reminders

- Respect your neighbor's privacy and property
- Use power tools with caution
- Always wear your personal protective equipment

Any questions

- Phone: 519-763-1226 ext 181
- Email: services@puslinch.ca
- Web: www.puslinch.ca
- Source Water Protection: www.wellingtonwater.ca
- Conservation Authority:
 - GRCA: 519-621-2763
 - Halton: 905-336-1158
 - Hamilton: 905-525-2181

Permit applications are accepted online through **CLOUDPERMIT**, accessible through our website.
<https://puslinch.ca/for-residents/home-property/building-renovation/>