



A building permit is required in the Township of Puslinch for **installation, repair, or alteration to a Sewage System**. If you are new to the permit application process or are unsure of the requirements, please consult the [Building Permit Process](#) webpage or contact [building@puslinch.ca](mailto:building@puslinch.ca) directly. This guide explains the requirements for submitting a building permit application for a Sewage System in greater detail.

### **Building Permit Requirements:**

**Site plan (to scale & dimensioned) or survey of your lot, including the following:**

- Location of:
  - All proposed sewage system components
  - All existing and proposed structures on the property. (house, decks, detached structures, and pool)
  - Any existing sewage system components
  - All known wells on the property (location of neighboring wells may also be requested by the building department).
  - Test pits completed at the time of site investigation
- Distance to all property lines, wells within 30m, nearby structures and abutting bodies of water (if applicable)

**Note:** If your property is located within a plan of subdivision, a full grading plan will be required.

**Sewage System Design completed by a qualified designer for a Class 4 sewage system, including:**

- A site investigation report confirming:
  - Minimum of one test pit done in the location of the proposed leaching field.
  - Groundwater and bedrock elevations.
  - General soil properties and conditions.
  - Lab results for the resulting particle size distribution analysis and the Unified Soil Classification as described in MMAH Supplementary Standard SB-6.
  - A design percolation time.
- Daily design flow calculations

**A Schedule 1 form completed with the qualified designer's information.** (This form is provided within the online Building Permit Application in CloudPermit, or the designer can provide one.)



**A Schedule 2 form completed with the qualified sewage system installer information** (This form is provided within the online Building Permit Application in CloudPermit, or the designer can provide one.)

- If you do not know who the installer will be at the time of application, indicate so in Section B of the Schedule 2 form. Once you have confirmed your installer, an updated Schedule 2 form must be submitted to the building department, including the qualified installer's information, before construction begins.

### **Additional permits may be required from the contacts below:**

If your property is located within a regulated conservation area or a source water protection area, approval from the authorities having jurisdiction may also be required.

- Source Water Protection: [wellingtonwater.ca](http://wellingtonwater.ca)
- Conservation Authority:
  - GRCA: 519-621-2763 or [grandriver.ca](http://grandriver.ca)
  - Halton: 905-336-1158 or [conservationhalton.ca](http://conservationhalton.ca)
  - Hamilton: 905-525-2181 or [conservationhamilton.ca](http://conservationhamilton.ca)

### **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 the time of application; we accept cheques 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.

**Permit applications are accepted online through CLOUDPERMIT, accessible through our website.**

<https://puslinch.ca/for-residents/home-property/building-renovation/>

### What inspections will be done?

- The following are the necessary inspections for your project:
  - **Base Cut Inspection.** Readiness to construct the sewage system, prior to the placement of sand or stone.
  - **Prior to Backfill.** Installation of the sewage system components, prior to backfilling.
  - **Final. Grading** has been completed, grass growth is established over the bed area, and tank lids are at grade.

### Booking Inspections

Please make your inspection request through **Cloudpermit**. If you have questions, you can email [building@puslinch.ca](mailto:building@puslinch.ca) or call the office at 519-763-1226 ext. 180.

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

### 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) have been decommissioned, and the building sewer connected to the old tank has been disconnected.

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

- The Ontario Building Code requires that everybody with an advanced 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.

### Are holding tanks permitted?

- No, the installation of holding tanks is not permitted.



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850

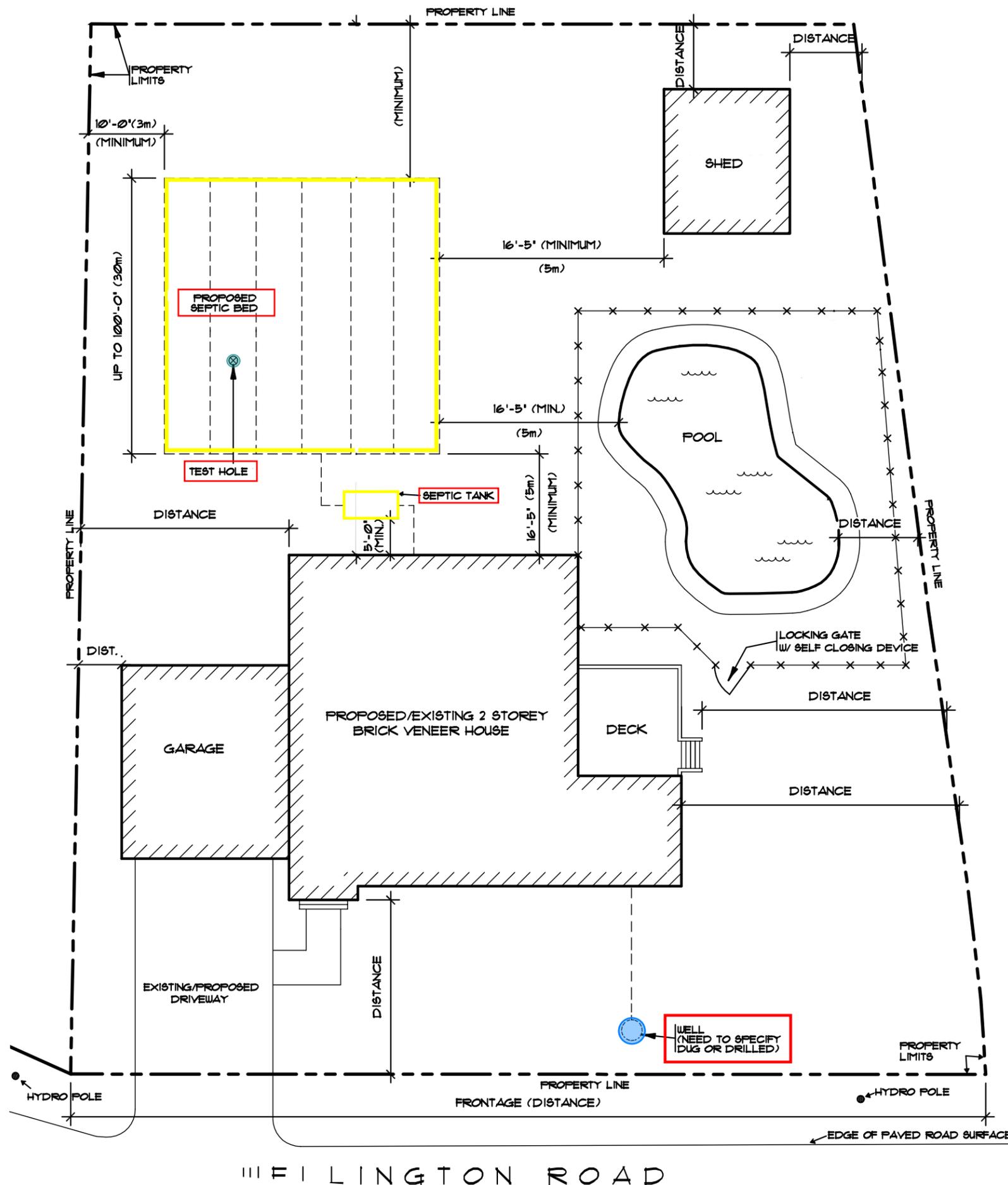
Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
(519) 763-1226

## SAMPLE SITE PLAN

*Not to scale*

Updated  
-2026-

www.puslinch.ca



### NOTES:

1. DRAWINGS ARE FOR SAMPLE PURPOSES ONLY AND SHALL NOT BE USED FOR CONSTRUCTION.
2. DO NOT SUBMIT THIS DRAWING AS PART OF YOUR PERMIT APPLICATION.
3. DETAILS SUBMITTED FOR REVIEW SHALL BE DRAWN TO A RECOGNIZABLE SCALE. (e.g. 1/2" 1'-0" OR 1" 1'-0".)

### ZONING:

1. SETBACKS ARE THE SAME AS FOR A SINGLE FAMILY DWELLING.
2. COVERED DECKS AND PORCHES COUNT TOWARD LOT COVERAGE.
3. REFER TO THE TOWNSHIPS COMPREHENSIVE ZONING BY-LAW FOR ALL ZONING REQUIREMENTS ([www.puslinch.ca/by-laws](http://www.puslinch.ca/by-laws)) OR CONTACT US DIRECTLY AT [planning@puslinch.ca](mailto:planning@puslinch.ca)

### ADDITIONAL PERMITS MAY BE REQUIRED FROM THE CONSERVATION AUTHORITY:

Please contact them directly at:

1. GRCA – 519-621-2763  
[grandriver.ca](http://grandriver.ca)
2. Halton – 905-336-1158  
[conservationhalton.ca](http://conservationhalton.ca)
3. Hamilton – 905-525-2181  
[conservationhamilton.ca](http://conservationhamilton.ca)

### INCLUDE SETBACK DISTANCES TO:

Front Property Line: \_\_\_\_\_  
Rear Property Line: \_\_\_\_\_  
Side Yard Property Line: \_\_\_\_\_  
House: \_\_\_\_\_  
Well: \_\_\_\_\_  
Other Structures: \_\_\_\_\_