



SOUTH NATION  
CONSERVATION  
DE LA NATION SUD



Tel: (613) 984-2948 • Fax: (613) 984-2872 • Toll Free: 1-877-984-2948 • 38 rue Victoria Street, Finch, ON K0C 1K0 • [www.nation.on.ca](http://www.nation.on.ca)

### Permit Clearances

Prior to providing the municipality with our comments, the following must be submitted:

- 1) A copy of the proposed renovation details/diagrams already submitted to the municipalities for the renovation permit approval
- 2) A copy of a site plan, prepared by owner/agent, indicating the distance and location of the dwelling extension to the existing sewage system (if applicable)
- 3) A copy of a valid septic permit record of the property involve or complete the “Sewage System Record Request” form on our website at [www.nation.on.ca](http://www.nation.on.ca) if not available
- 4) No valid septic permit available
  - a) Provide a written evaluation of the dimensions and location of the existing septic tank and leaching bed prepared by a qualified septic designer or contractor
- 5) An applicable fee of \$140.00 made to: South Nation Conservation

### Permit Clearance Information

- 1) Permit Clearance approved by this office will be based on the information provided by the proponent or agent representing the proponent. This information is not a building permit
- 2) Decisions on Permit Clearance are based on the design criteria as set out in the Part VIII of the Ontario Building Code
- 3) Permit Clearance approval does not take into consideration: the age or the condition of a sewage system
- 4) South Nation Conservation will not be held responsible for any sewage system failure that arise after the renovation has been carried out by the owner or his agent
- 5) Documents and information stated above from 1 to 5 “Permit Clearances Requirements” not completed or not submitted will delay the approval process
- 6) If modifications are needed to the septic tank or leaching bed following this evaluation a septic permit will be required. Please complete (owner or agent) the “Sewage System Application” located on our website [www.nation.on.ca](http://www.nation.on.ca) and refer to fee schedule for permit fees

Date

Owner/ Agent

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**Applicant Information**

Propertyowner: \_\_\_\_\_ Agent: \_\_\_\_\_

PropertyAddress: \_\_\_\_\_

Mailing Address (not same): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Information**

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ SubLot: \_\_\_\_\_ Plan: \_\_\_\_\_

Township: \_\_\_\_\_ Former Township: \_\_\_\_\_

**Renovation Information**

- Residential                       Commercial
- Change of Use : \_\_\_\_\_ ( e.g. - dwelling to business)
- Bedrooms \_\_\_\_\_ # of Existing + \_\_\_\_\_ # of Proposed = \_\_\_\_\_ Bedrooms
- Floor Area \_\_\_\_\_ # of Existing + \_\_\_\_\_ # of Proposed = \_\_\_\_\_ m<sup>2</sup>
- Fixture Units \_\_\_\_\_ # of Existing + \_\_\_\_\_ # of Proposed = \_\_\_\_\_ units
- Exceeding 15% increase for the proposed addition
- Outside structures within 1.5 meter to existing septic tank (deck, pool, shed etc..)
- Outside structures within 5 meters to existing leaching bed (deck, pool, shed etc..)

**Septic System Information**

Existing septic permit number: \_\_\_\_\_ (if available)

Year of septic system installation: \_\_\_\_\_ (tip: usually when house built)

Owner's at time of installation: \_\_\_\_\_

(Land Registry office in that township will provide information on all previous owners)

Other previous owner's: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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