



Septic Compliance Review

Renovation or Change of Use

Separation Distances ONLY

Step 1: Septic Record

Please ensure you have a copy of your **septic record**.

If **YES**, please proceed to Step 2.

If **NO**, please complete a [Septic Record Search Application](#) **FIRST** (this application has a separate fee of \$80). If the record is unavailable, a septic evaluation by a licensed individual is required. This evaluation must confirm; (a) size of the tank, (b) number and total length of septic runs, and (c) diagram of the systems' location and horizontal distances, including tank, bed, well, buildings, etc. List of contractors on our [website](#).

Step 2: Application Checklist

Review takes up to 10 business days. Please ensure that all the items listed below are included in your submission to expedite the process, as any missing items may cause delays.

- ☐ Complete **ALL** pages of the application and ensure it is signed & dated
- ☐ Attach a copy of the **Deed of Land** or current **Tax Bill**
- ☐ Attach a copy of a valid **Septic Record** or **Septic Evaluation** (with site plan)
- ☐ Payment of **\$65**
 - ✓ Payment can be made by **cheque** to:
South Nation Conservation
38 Victoria Street, Finch, ON K0C 1K0
Please indicate 'Septic Compliance Review' in the memo line
 - ✓ OR by phone to 613-984-2948 with a **credit card** (2.4% service fee applies)

Please send completed applications to septic@nation.on.ca or return to SNC Office



Application Form

Applicant Information:

Property Owner: _____ Agent: _____

Property Address: _____

Mailing Address (if not the same as above): _____

Roll: _____ Lot: _____ Concession: _____ Sublot: _____ Registered Plan: _____

Telephone: _____ E-mail: _____

☐ Owner / ☐ Agent

☐ Owner / ☐ Agent

Use Permit: _____ or Septic Evaluation: _____ by _____
Date Licensed Individual Name

Renovation Details:

No structure shall be constructed closer to any part of a sewage system than the clearances listed in Tables 8.2.1.5. or 8.2.1.6. of the Ontario Building Code (Refer to Appendix A of this form).

For the purpose of this review, a structure is defined as any structure requiring a Municipal Permit. Please contact your local municipality for a list of applicable structures.

Examples: installing or modifying deck, pool, or garage, etc.

Description of proposed modification(s)/addition(s):

**Provide as many details as possible*



Site Plan

If you are attaching a formal plan, please add an attachment reference to the box below.
Refer to Appendix B for a site plan example.

What to include?

- ✓ Location of:
 - Tank
 - Leaching Bed
 - House
 - Wells
 - Pool
 - Deck
 - Garage
 - Other: _____
- ✓ Horizontal Distances :
 - Tank to proposed
 - Leaching Bed to proposed
- ✓ Clearly indicate existing vs proposed structures





Septic Compliance Review Clearance Disclaimer

The Septic Compliance Review will be based on the information provided by the proponent or agent. This information is not a building permit.

- 1) Documents and information stated above that are not completed or not submitted will delay the approval process;
- 2) The Septic Compliance Review will not be completed until payment has been submitted;
- 3) Decisions on Clearances are based on the design criteria as set out in the Part VIII of the Ontario Building Code;
- 4) The Septic Compliance Review does not take into consideration the age or the condition of a sewage system;
- 5) 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 agent;
- 6) If modifications are needed to the septic tank or leaching bed following this evaluation a septic permit will be required. If this is the case, the owner/agent will need to complete the "[Private Sewage System Application](#)" or "[Tank Replacement Application](#)" located on our website www.nation.on.ca and refer to fee schedule for permit fees; and,
- 7) The municipality will be provided with a copy of the submitted documentation.

I, _____, as the landowner or authorized agent, certify that all the information provided for the purpose of this septic compliance review is true and complete to the best of my knowledge.

Signature

Date



Appendix A – Minimum Clearances

Ontario Building Code 8.2.1.6. – Clearances for a Class 4 Sewage System

Table 8.2.1.6.A. – Minimum Clearances for Treatment Units (Septic Tank)

Object	Minimum Clearance (m)
Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3
Column 1	2

Table 8.2.1.6.B. – Minimum Clearances for Distribution Piping (Leaching Bed)

Object	Minimum Clearance (m)
Structure	5
Well with a watertight casing to a depth of at least 6 m	15
Any other well	30
Lake	15
Pond	15
Reservoir	15
River	15
Spring not used as a source of <i>potable water</i>	15
Stream	15
Property Line	3
Column 1	2

Contact South Nation Conservation at 613-984-2948 or septic@nation.on.ca for minimum clearances tables for Class 2 (greywater pit), Class 3 (cesspool), or Class 5 (holding tank) sewage systems.



Appendix B – Site Plan Example

