



Septic Compliance Review Renovation or Change of Use

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) total 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

EXISTING floor plan(s) for the **ENTIRE** dwelling

- Includes but is not limited to the main floor, second floor, basement, and if applicable, any buildings that are connected to the septic system
 - Examples: garage/shop, coach house, pool house, etc.
- Hand drawn sketches are accepted (Space provided on pages 4-6)

PROPOSED floor plan(s) for the **ENTIRE** dwelling

- All levels applicable from the previous item
- Hand drawn sketches are accepted (Space provided on pages 4-6)

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 **\$180** or **\$65*** (*if clearance distances required only, refer to page 2)

- 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

Renovation Details:

Ontario Building Code (OBC) Sentence 11.4.2.5. (3)

Requires that bedrooms/floor area/plumbing count increase be reviewed to ensure the existing septic system can accommodate the proposed increase.

- Examples: Adding in-law suite to existing dwelling, completing unfinished basement, migrant worker accommodations, home-based business, etc.

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

**Provide as many details as possible*

Number of **existing** bedrooms + Number of **proposed** bedrooms = **Total**

Existing floor area m² + **Proposed** floor area m² = **Total area** m²

Minimum Clearance Distances – OBC requires that all applicable minimum clearance distances always be met (Refer to Appendix A).

*If you are proposing **external addition(s) ONLY with no connection to the septic system**, you may skip page 3, submit a site plan (must include accurate horizontal distances) instead of floor plans, and the applicable fee is \$60. All other items in the Application Checklist are still required.

- Examples: installing or modifying deck, pool, or garage



Fixture Count

Please complete the table below, including ALL applicable calculations.

	Fixture Units	Number of Existing	+	Number of Proposed	X	Unit Count	=	Total	
BATHROOM	Three-piece full bathroom								
	Full Bathroom group, any of three :								
	<ul style="list-style-type: none"> • Toilet • Sink • Tub / Tub-shower combo, or • Shower stall 			+		X	6	=	
	Powder rooms or additional fixtures								
	If not already included in full bathroom group(s):	Toilet		+		X	4	=	
		Bathtub with or without overhead shower		+		X	1.5	=	
		Sink		+		X	1.5	=	
Shower stall			+		X	1.5	=		
Bidet			+		X	1	=		
KITCHEN	Dishwasher		+		X	1	=		
	Sink		+		X	1.5	=		
OTHER	Domestic washing machine		+		X	1.5	=		
	Combination sink and laundry tray Single or double (installed on ½ trap)		+		X	1.5	=		
Total									

Note: If the existing structure has or is proposed to be removed, leave the 'number of existing' column blank.



Floor Plan(s)

Complete a floor plan for **ALL** levels of the structure(s), regardless of whether that level is to be impacted by the proposed modification(s)/addition(s).

If you are attaching formal plans, please add a reference to the applicable box(es).

What to include?

- ✓ Indicate location of **ALL** fixtures
- ✓ Indicate **ALL** bedrooms
 - If there is an office, complete Appendix B
- ✓ Main floor plan should include location and horizontal distances to septic tank, leaching bed, well, and other structures in relation to main dwelling (i.e., site plan).

Main Floor & Site Plan

**CLEARLY indicate existing vs. modifications/additions*



Second Floor

**CLEARLY indicate existing vs. modifications/additions*

Basement

**CLEARLY indicate existing vs. modifications/additions*



Other Area(s)

(e.g. garage/shop, coach house, pool house, etc.)

**CLEARLY indicate existing vs. modifications/additions*



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 – Office Acknowledgment

Standard Practice – Ontario Building Code (OBC) 13.12. – Definition of a Bedroom

"*Bedroom*" and "*Sleeping Area*" each means a room or area... intended for sleeping. Therefore, a home office, library, sewing room, den, studio, loft, a games room, or any other conditioned room that is proposed, may be exempt from being considered a bedroom or sleeping area provided there is no closet.

I certify that the indicated office in the _____ floor plan will remain an office and not be converted into a bedroom in the future.

If the property should be sold, the future owners will be notified.

Additionally, I acknowledge that if the office is to be converted into a bedroom, a septic compliance review is required.

Signature

Date