



Application for a Permit to Construct or Demolish Tank Replacement

Applicant's Checklist

- Complete Application
- Deed of **OR** Current Tax Bill (Registered Plan may be requested)
- Floor Plan (including basement area) for each Permit Application Submitted
- Applicable Fees (Refer to our Fee Schedule on our [website](#))
 - Pay by cheque to :
South Nation Conservation
38 Victoria Street,
Finch, ON K0C 1K0
 - OR**
 - Call us at 613.984.2948, to pay by credit card
(2.4% service fee applies)
- Verify with your local municipality or Conservation Authority in your area if your property is within a regulated area
- SNC Source Water Protection Review (if applicable)

Missing information or incomplete documents may delay the approval process.

Please send this application form to septic@nation.on.ca



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act

For use by Principal Authority			
Permit Number:		Date Received:	
Roll Number:			
Application submitted to : _____ SOUTH NATION CONSERVATION _____			
A. Project Information			
Building number, street name		Unit number	Lot / concession
Municipality	Postal code	Plan Number / other description	
Project estimated value \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition to an Existing Building <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Demolition/Decommission <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is : <input type="checkbox"/> Owner, or <input type="checkbox"/> Authorizes agent of owner			
Last Name	First Name	Corporation or partnership	
Street Address		Unit number	Lot / concession
Municipality	Postal code	Province	Telephone number ()
Email		Cell number ()	
D. Owner (if different from applicant)			
Last Name	First Name	Corporation or partnership	
Street Address		Unit number	Lot / concession
Municipality	Postal code	Province	Telephone number ()
Email		Cell number ()	



E. Builder (optional)				
Last Name	First Name	Corporation or partnership		
Street Address		Unit number	Lot / concession	
Municipality	Postal code	Province	Telephone number ()	
Email		Cell number ()		
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in <i>the Ontario New Home Warranties Plan Act?</i> If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act?</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iii. If yes to (ii) provide registration number(s) : _____				
G. Required Schedules				
i. Attached Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i. This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ii. This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iii. This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iv. The proposed building, construction or demolition will not contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I. Declaration of applicant				
I _____ declare that:				
(print name)				
The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		



Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the projects.

A. Project Information			
Building number, street name		Unit no.	Lot / concession
Municipality	Postal code	Plan number / other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street Address		Unit no.	Lot / concession
Municipality	Postal code	Province	Telephone number ()
Email		Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1 of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate) : (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories. Individual BCIN : _____ Firm BCIN : _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN : _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration : _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the form.			
_____		_____	
Date		Signature of Designer	
NOTE: "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario. Copies of the certificate must be submitted			



Schedule 2: Sewage System Installer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the projects.

A. Project Information					
Building number, street name				Unit no.	Lot / concession
Municipality	Postal code	Plan number / other description			
B. Sewage System Installer					
Is the installer of the sewage system engaged in the business of construction on-site, installing, repairing, servicing, cleaning, or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?					
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)		<input type="checkbox"/> Installer unknown at the time of application (Continue to Section E)	
C. Registered installer information (where answer to B is 'Yes')					
Name				BCIN	
Street Address				Unit no.	Lot / concession
Municipality	Province	Postal Code	Email		
Fax ()	Cell number ()		Telephone number ()		
D. Qualified supervisor information (where answer to B is 'Yes')					
Name of qualified supervisor(s)			Building Code Identification Number (BCIN)		
E. Declaration of Applicant :					
I _____ declare that:					
(print name)					
<input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at the time of application, I shall submit a new schedule 2 prior to the construction when the installer is known;					
OR					
<input type="checkbox"/> I am holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.					
I certify that:					
1. The information contained in this schedule is true to the best of my knowledge .					
2. If the owner is corporation or partnership, I have the authority to bind the corporation or partnership.					
_____			_____		
Date			Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



Schedule 3: Applicant Information

- 1) Application form, Schedules 1, 2, 3, 5, 6, 7 & A must be submitted.
- 2) Application fees:
Please refer to the SNC Fee Schedule available online:
<https://www.nation.on.ca/development/find-form>
- 3) Class 4 fees will not include the excavation inspection, this inspection will be considered as an additional to allow the homeowner the option of obtaining a certified engineer or SNC to conduct the excavation inspection. The certified engineer must provide SNC with an inspection report that will be part of the permit process and approval. Please refer to fee schedule for additional inspections.
- 4) No application will be processed if a copy of the Transfer/Deed of Land or a municipal tax receipt and architectural drawing for the property in question are not enclosed.
- 5) Any changes subsequent to the original application will require a Certificate of Change and corresponding fees be paid - Section 8.(12)(13)(14) of the Building Code Act.
- 6) Contact the applicable CA Planning and Engineering department or Township Office if the said property is located in proximity of a waterway, in a zone subject to landslides or unstable slopes. A development permit may be required from the authority - Section 8.(2)(a) of the Building Code Act.
- 7) SNC strongly recommends that fencing or equivalent protection encircle any test pit or any septic/holding tank excavation until placement of backfill material, and that tank access lids always be maintained in place. SNC and its agent will not assume any responsibility for negligence relating to these safety measures.
- 8) The operator/owner of the sewage system shall keep it maintained at all times so that its construction remains in accordance with the requirements of the Ontario Building Code. Vehicular traffic (including snowmobiles and ATVs) must not be allowed over the leaching bed. Do not allow roof drains to discharge to the treatment unit or surface waters to drain towards the area of the leaching bed - Section 8.9.3.2.(1)(2) of the Ontario Building Code.
- 9) The sewage system permit will be cancelled after twelve (12) months of the date of issuance of the said permit – Section 8.(10) (b) (c) of the Building Code Act.
- 10) Tile drainage within 8 meters of the leaching bed must be removed or the lines broken so as to prevent the entry of sewage effluent into the drains. Table 8.2.1.6. B and Section 8.2.1.6.(2) of the Ontario Building Code.
- 11) We recommend that the following trees be kept at a distance of 5 meters for hard maple, elm, ash and evergreen and a distance of 8 meters for silver maple, soft maple, willow family, poplar or any large trees. We may require a letter from the applicant accepting responsibility for any damages caused to or by any trees - Section 8.9.3.2.(2) of the Ontario Building Code.
- 12) The building shall be located and the building site graded so that water will not accumulate at or near the building and will not adversely affect any adjacent properties - Section 3.1.17.1.(1) of the Ontario Building Code.
- 13) Where piping may be exposed to freezing conditions, it shall be protected from frost (see Appendix A), Section 7.3.5.5.(1) of the Ontario Building Code.

Signature of Property Owner

Date



Schedule 5: Permit Application / Certification of Change

PERMIT APPLICATION

CERTIFICATE OF CHANGE

1) Type of Work Proposed :

- New Installation
 Replacement Leaching Bed
 Replacement Tank Only (must fill out section 5)
 Alteration
 Decommissioning

2) Type of Water Supply (Identify all types)

Check Applicable : P = Proposed or E = Existing

- Drilled Well : P E
 Sandpoint Well : P E
 Dug/Bored : P E
 Municipal : P E
 River Intake : P E
 Other : _____

3) Daily Sewage Design Flow

- Bedrooms _____
 House (floor area) _____ m²
 Persons _____
 Total Fixture Units _____ (Schedule 7)
 Residential Other Occupancies
 Lot Surface Area _____ m²

Total Flow : _____ L/Day

- Detailed flow : _____

4) Type of Treatment Unit (Tank) Proposed Existing

- Volume _____ L
 Manufacturer: _____
 Effluent Filter / Risers
 Tertiary Model: _____
 Design flow up to _____ L/Day

5) Tank Replacement Only (must provide the existing use permit or an evaluation by licensed individual)

- Use Permit or Evaluation: _____ ,
 Size of Existing Tank: _____ L / Pipes: _____ m
 Required as per actual daily/flow: _____ L
 Tank _____ d/f X _____ = _____ L & Pipes _____ d/f X _____ / _____ = _____ L

6) Type of System

- Class 2 – Leaching Pit (greywater only)
 Class 3 – Cesspool (black water only)
 Class 5 – Holding Tank
 Class 4
 Conventional Leaching Bed / Chambers
 Filter Media
 Type B Dispersal Beds
 Shallow Buried Trench
 Type A Dispersal Beds
 Other System: _____
(BMEC Approval)



Schedule 6

As-Built – Layout Section (Plan View)

Tank and / or Leaching bed Other: _____

Part 11 applicable (Distances Only)

Vacant land

Existing structure

Well Drilled Dug

Draw neighbouring Dwelling / well(s)

Vacant land

Existing structure

Well Drilled Dug



Applicable Notes :

- Metal Detection Required
- Existing Tank to be pumped, hauled, or crushed
- Existing Tank to be Evaluated by licensed individual
- Trees must be 5 metres to leaching bed pipes or Tree Removal & Back Filling Acknowledgement Letter required from property owner
- If more than one sewage system is located on lot or parcel of land, there shall be no overlap of any part of the systems. Contaminated soils are to be removed / scarified bottom.

SEPARATION DISTANCES (METRES)

D1 _____	D4 _____	D7 _____	D10 _____	D13 _____
D2 _____	D5 _____	D8 _____	D11 _____	D14 _____
D3 _____	D6 _____	D9 _____	D12 _____	D15 _____

ELEVATIONS (METRES)

BM _____	X2 _____	X4 _____	X6 _____	X8 _____
X1 _____	X3 _____	X5 _____	X7 _____	

BOTTOM OF PIPES (METRES)

X9 _____	X10 _____	X11 _____	X12 _____
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 Signature of Installer or refer to Schedule 2

 Date



Schedule 7: Fixture Unit Count
 (Ontario Building Code Table 7.4.9.3. and 7.4.10.2.)

	Fixtures	# Existing	+	# Proposed	X	Unit Count	=	Fixture Count
BATHROOM	Three-piece full bathroom							
	Full Bathroom group, any of three :							
	• Toilet							
	• Sink		+		X	6	=	
	• Tub / Tub-shower combo, or							
	• Shower stall							
	Powder rooms or additional fixtures							
	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 with / without garbage grinder(s) domestic and other small type single, double or 2 single with common trap		+		X	1.5	=	
OTHER	Domestic washing machine		+		X	1.5	=	
	Combination sink and laundry tray single or double (installed on 1 ½ trap)		+		X	1.5	=	
Total :								

Insert the TOTAL in section 3 of Schedule 5 (page 1) of this application

1. Sump pumps and floor drains are not to be connected to the sewage system. Connection of such fixtures to a sewage system may lead to a hydraulic failure of the said system. The above-mentioned fixtures should be discharged separately to an approved Class 2 (leaching pit) sewage system.
2. Where laundry waste is not more than 20% of the total daily design sanitary sewage flow, it may discharge to a sewage system (Part 8, Ontario Building Code, 8.1.3.1(2)).

 Signature Property Owner or Agent

 Date



Schedule A – Confirmation Letter for Existing Septic Tanks & Leaching Bed Removal

Ontario Building Code (OBC) 8.2.1.4. (4) – Clearances

If more than one sewage system is located on a lot or parcel of land, there shall be no overlap of any part of the systems.

Condition of the existing SEPTIC TANK:

- Tank pumped (Provide pumping receipt)
- Tank destroyed and backfilled or hauled

Condition of existing LEACHING BED:

- Pipes were removed as required by the OBC specified above
- Pipes have been abandoned (if existing leaching bed not located within the proposed sand contact area)

- We confirm that the information indicate above is accurate.**

Installer Signature

Date