



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

Tank Replacement ONLY

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Builder (optional)				
Last name		First name		Corporation or partnership (if applicable)
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach 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). 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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> 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. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>				

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 1: Designer Information

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

A. Project Information					
Building number, street name				Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description			
B. Individual who reviews and takes responsibility for design activities					
Name			Firm		
Street address				Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail		
Telephone number ()	Fax number ()	Cell number ()			
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]					
House	HVAC – House	Building Structural			
Small Buildings	Building Services	Plumbing – House			
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings			
Complex Buildings	Fire Protection	On-site Sewage Systems			
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): (print name)					
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: _____					
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: _____					
The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification:_____					
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 firm.					
Date		Signature of Designer			

NOTE:

1. For the purposes of this form, "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.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. 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.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="padding-left: 40px;">(print name)</p> <p style="padding-left: 40px;">I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p style="padding-left: 40px;">I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of applicant</p> </div> </div>			



I, Property Owner Name, being the legal owner of the subject property (described below),
authorize Authorized Agent Name (contact information below) to apply for a sewage system
permit and the associated site inspections on my behalf. I accept responsibility to ensure that all
information provided for the septic system permit is true and accurate.

Signature of Legal Owner

Signature of Authorized Agent

Month / Day / Year

Date

Subject Property Information		Authorized Agent Information	
Civic Address		Mailing Address	
Township/ Former Ward		Phone	
Roll Number		Fax	
Lot	Concession	BCIN (If applicable)	
Sublot	Plan		

Do Not Complete
Permit No _____
Revision No _____
Date _____

Schedule 4

Proposed Services

Complete Sections 1 thru 7

1. Engineered

- ☐ Yes
☐ No

2. Water supply

- ☐ Proposed
☐ Existing

3. Type of work proposed

- ☐ New Installation
☐ Replacement
☐ Alteration

4. Type of Well

- ☐ Dug/bored/Sandpoint well
☐ Drilled well
☐ Municipal
☐ Other

5. **Residential** Sewage Design Flow Info.

Bedrooms _____
House (floor area) _____ m²
People _____
Total Fixture Units _____ (Schedule 8)
Residential Flow _____ L/day

6. Sewage Design Flow **Other Occupancies**

Design Flow _____ L/day
Detailed sewage flow calculations:

7. Type of System

☐ Effluent Filter/Risers ONLY

☐ Tank/Treatment Unit/Pump Chamber ONLY

☐ Class 2 – Leaching Pit

☐ Class 4 – Leaching Bed (see 7A.)

☐ Class 3 – Cesspool

☐ Class 5 – Holding Tank (9000L min)

7A. Type of Leaching Bed

☐ Class 4 Treatment Unit

☐ Class 4 – **BMEC Area Bed** (Schedule 11)

☐ Class 4 – **Trench** (Schedule 9)

☐ Fully raised ☐ In-ground
☐ Partially raised

☐ Fully raised ☐ In-ground
☐ Partially raised

☐ Class 4 – **Filter Media** (Schedule 10)

☐ Fully raised ☐ In-ground
☐ Partially raised

☐ Class 4 – **“Type A” Dispersal** (Schedule 13)

☐ Fully raised ☐ In-ground
☐ Partially raised

☐ Class 4 – **Shallow Buried Trench**

☐ Class 4 – **“Type B” Dispersal** (Schedule 14)

☐ Fully raised ☐ In-ground
☐ Partially raised

Do Not Complete
 Permit No _____
 Revision No _____
 Date _____

Schedule 5 Sewage System Details

Type of System _____ (Schedule 4)

Septic/Holding Tank Size: _____ Litres Make: _____

Septic Tank Effluent Filter Make: _____ Model: _____

Treatment Unit – Make & Model _____

Number of Units: _____ Other: _____

Refer to Typical Drawing # _____ Pump(s) required _____

Mantle Information: Pump Rate _____ L/15min

Native or imported =15m in _____ direction(s) **Note:** Alarm required for all

Slope subgrade _____ % slope pumping systems

_____ direction(s)

Site to be Scarified (If clay)	YES / NO	Clay Seal Required (If bedrock)	YES / NO
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☐ **Trench**

Distribution Pipe Length _____ m

Loading Area _____ m²

Type of Chamber _____

Length of Chamber _____ m

☐ **BMEC Area Bed**

☐ **Type A**

☐ **Type B**

Stone _____ m²

Sand _____ m²

Pipe _____ m

Linear Loading _____ L/m²

☐ **Tank/Treatment Unit/
Pump Chamber Replacement ONLY**

☐ **Effluent Filter & Riser ONLY**

☐ **Shallow Buried Trench**

Pipe Length _____ m

☐ **Filter Media Bed**

Stone _____ m²

Extended Base _____ m²

Pipe _____ m

Weight of Filter Media _____ Kg

Loading Area _____ m²

Construction Notes:



Do Not Complete

Permit No _____

Revision No _____

Date _____

Scale: 1Block = _____

Schedule 7 Layout Section

N

○Dug Well ●Drilled Well ▲Neighbouring Homes ◇Benchmark ---Tile Drainage —Property Line

Elevations (metric only)

B.M. _____ m

B.M Description _____

Exact Location _____

Min. of 5 elevations in proposed system area
(in X pattern)

X₁ _____ X₂ _____

X₃ _____ X₄ _____

X₅ _____ X₆ (toe) _____

X₇ _____ X₈ _____

Schedule 8

Fixture unit count

Fixtures	# Existing + # Proposed		X	unit count	=	Fixture Count
Bathroom						
Bathroom group (toilet, sink and tub or shower) with flush tank		+	X	6	=	
Bathtub with/without overhead shower		+	X	1.5	=	
Shower stall		+	X	1.5	=	
Wash basin (1½inch trap)		+	X	1.5	=	
Watercloset (toilet) tank operated		+	X	4	=	
Bidet		+	X	1	=	
Kitchen						
Dishwasher ³		+	X	1	=	
Sink with/without garbage grinder(s), domestic and other small type single, double or 2 single with a common trap		+	X	1.5	=	
Other						
Domestic washing machine ²		+	X	1.5	=	
Combination sink and laundry tray single or double (Installed on 1½ trap)		+	X	1.5	=	

*** Total:**

***Insert the TOTAL in section 5 of Schedule 4 (O.Reg 151/13 Table 7.4.9.3)**

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 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, OBC, 8.1.3.1(2)).
3. Dishwasher - No load/fixture unit if connected to domestic sink.

Agent/Owner signature

Date