Guide for Applying for an On-Site Sewage System Permit

Northeastern PUBLIC HEALTH SANTÉ PUBLIQUE du Nord-Est

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Introduction

This guide and checklist will help you apply for a building permit for an on-site sewage system. Follow these steps to ensure your application is complete and accurate.

The applicant, designer, and installer are responsible for knowing and following the Ontario Building Code.

If this guide conflicts with the Building Code Act or Ontario Building Code, the provincial legislation must be followed.

Steps to Apply for a Sewage System Permit

The building permit for the construction of a sewage system is the legal authorization approving the construction and/or installation of the system.

No work can start on a sewage system until a building permit for the construction of a sewage system has been issued.

1. Submit a Complete Application

- The property owner or authorized agent must submit a complete application.
    - Add a note to the application if you would like to receive your permits via email. Ensure your email address is included on the application.
- The application must include the exact design of the system to be installed.
    - See the Enclosed Information section below for guidance.
- Any changes to the approved design will require resubmission and approval from the Health Unit. Fees may apply.

2. Required Attachments

Ensure the following documents are included with your application:

- Proof of compliance with applicable laws (refer to the Ontario Building Code website: www.obc.mah.gov.on.ca/userfiles/HTML/nts_4_24495_1.html).
- Laboratory analysis showing soil percolation rate, fill/filter sand, and well records for any well within 30 metres of the septic system.
- Building Material Evaluation Commission (BMEC) Approvals for septic system components not specified in the Ontario Building Code (https://www.ontario.ca/page/building-materials-evaluation-commission-decisions).
- Completed *Authorization for an Application for Sewage System Permit by a Person Other than the Legal Owner* form, if applicable.
- Copy of a Tax Bill (top portion is needed containing the property's information)
- Copy of any wells located within 30 metres of the proposed sewage system (https://www.ontario.ca/page/map-well-records)

- A scaled **Site Plan** showing:
    - Measurements to property lines, easements, wells (within 30 metres), and proposed buildings.
    - Location and size of all proposed and existing sewage systems and components (e.g., tanks, pump chambers, test pits).
    - Distances to utilities, overhead wires, and septic tank maintenance access routes.
    - Indicate **north** on the site plan.
- If a Class 5 sewage system (holding tank) is permitted to be installed, a written pumping agreement with a hauled sewage system operator.
- If within the City of Timmins, approval for waterfront lots from the Mattagami Region Conservation Authority (MRCA).

3. Pay the Application Fee

- Include the required fee with your application.
- Make cheques payable to **Northeastern Public Health**.
- Credit cards are accepted in the Cochrane, Hearst, Kapuskasing, Kirkland Lake, New Liskeard, and Timmins offices.
- Telephone payment is available when indicated on the submitted application.

4. Screening and Technical Review

- A land control inspector will review your application for completeness and design compliance.
- If your application is incomplete or the design does not meet requirements, you will need to submit an amended application. An initial site inspection will not be done until the application submitted is complete.

Preparing for the Initial Site Visit

1. Readiness to Construct Inspection

You must request this initial inspection when the site is ready:

- If there is snow, the ground will have to be exposed.
- Mark the location of all septic system components, property lines, wells, and proposed buildings.
- Excavation test holes at the proposed septic system location. The test hole must be 0.75 metres wide and 1.5 metres deep or until hardpan/bedrock/high groundwater is reached.
    - It is preferred that an inspector is present when the test pits are excavated, however, if an inspector is not present:
        - Cover and secure the holes to prevent injury.
        - Mark the holes with an indicating flag or other clear marker.

2. Certification of Approval/Permit to Construct

Once approved by the inspector, you will receive a Permit to Construct/Certificate of Approval. You will have a year to install the septic system.

Keep a copy of the permit for your records.

Preparing for the Substantial Site Visit

1. Readiness to Use Inspection

You must request this substantial inspection when the site is ready:

- Once the system has been installed, but before covered over with soil (i.e. backfilled), a substantial inspection must be conducted.
- Please provide at least five (5) days notice to the inspector for this inspection.
- An updated drawing of the septic system that was installed is to be provided to the inspector either before or during the inspection.
- **The septic system cannot be put into use until an inspector has approved the installation and allowed the system to be covered.**
- If the septic system installation does not meet requirements, a reinspection may be required. Fees may apply.

2. Use Permit/Readiness to Use Permit

Once approved by the inspector, you will receive a Use Permit/Readiness to Use Permit. This is the final paperwork.

Keep a copy of the permit for your records.

Contact Information

For questions or assistance, contact:

- **Phone**: 1-877-442-1212
- **Email:** inspections@neph.ca

This simplified guide is designed to help clients understand the process of applying for an on-site sewage system permit. For detailed regulations, refer to the **Ontario Building Code**.

SEPTIC SYSTEM PERMIT CHECKLIST (COMPLETE)

Before You Apply

☐ I understand I must get a permit before starting any work
☐ My application is complete and accurate
☐ My system design matches how it will be built
☐ I understand changes require re-approval and may cost extra
☐ I understand the inspector does not design the system

Application Requirements

☐ Completed Permit to Construct or Demolish application
☐ Completed Authorization for a Sewage System Permit by the Person Other than the Legal Owner form, if applicable
☐ Copy of Tax Bill, top portion for legal property information

Required Documents Included:
☐ All documents required by law (Ontario Building Code)
☐ Soil (percolation) test results (lab analysis)
☐ Well records for wells within 30 metres (Map: Well records | ontario.ca)
☐ BMEC/component approvals (if required)
☐ For a Class 5 holding tank, a copy of the written pumping agreement.
☐ If within the City of Timmins, approval for waterfront lots from the MRCA.

Site Plan (Drawing) includes:
☐ Property lines and easements
☐ Buildings (existing and proposed)
☐ Wells within 30 metres
☐ Septic system location and all components (tanks, chambers)
☐ Test pit locations
☐ Distances to utilities (including overhead wires)
☐ Access route for maintenance
☐ North arrow shown

Payment Information:

☐ Application fee included (payable to Northeastern Public Health)

Approval Process

☐ Application submitted
☐ Application checked for completeness
☐ Technical review completed
☐ Readiness to Construct inspection requested
☐ Permit issued

☐ I understand incomplete applications will be returned
☐ I understand revisions may be required if design is not approved

Required Inspections (Must Be Booked)

1. Readiness to Construct

☐ Property lines, buildings, wells, and system clearly marked
☐ Test holes dug (0.75 m wide × 1.5 m deep or to bedrock/water)

2. Substantial Completion

☐ As-built drawing provided or available on site

3. Final Grading (if required)

☐ Final grading inspection completed if requested

Final Steps

☐ System is installed as approved
☐ System has been inspected and approved
☐ System is NOT used before approval
☐ System is NOT covered before approval
☐ Work follows Ontario Building Code

Important Notes

- Any changes require a revised plan and approval
- Additional fees may apply for revisions
- Provincial law overrides this guide if there are differences
- Copies of all permits, certificates, etc. should be kept for your records.

Enclosed Information

The included charts are for guidance purposes only. Please refer to the Ontario Building Code (https://www.ontario.ca/laws/regulation/120332) for full regulatory requirements.

Table 8.2.1.5.
Clearance Distances for Class 1, 2 and 3 Sewage Systems
Forming Part of Sentence 8.2.1.5.(1)

Sewage System	Minimum horizontal distance in metres from a well with watertight casing to a depth of at least 6 m	Minimum horizontal distance in metres from a spring used as a source of *potable* water or well other than a well with a watertight casing to a depth of at least 6 m	Minimum horizontal distance in metres from a lake, river, pond, stream, reservoir, or a spring not used as a source of *potable* water	Minimum horizontal distance in metres from a property line
Earth Pit Privy	15	30	15	3
Privy Vault	10	15	10	3
Greywater System	10	15	15	3
Cesspool	30	60	15	3

Table 8.2.1.6.B. Minimum Clearances for Distribution Piping
Forming Part of Sentence 8.2.1.6.(2)

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 *potable* water	15
Stream	15
Property Line	3

Table 8.2.1.6.A. Minimum Clearances for Treatment Units

Forming Part of Sentence 8.2.1.6.(1)

Object	Minimum Clearance, m
Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3

8.2.1.3. Sewage System Design Flows

(1) For *residential occupancies*, the total daily design *sanitary sewage* flow shall be at least the value in Column 2 as determined from Table 8.2.1.3.A.

(2) For all other *occupancies*, the total daily design *sanitary sewage* flow shall be at least the value in Column 2 as determined from Table 8.2.1.3.B.

(3) Where a *building* contains more than one establishment, the total daily design *sanitary sewage* flow shall be the sum of the total daily design *sanitary sewage* flow for each establishment.

(4) Where an *occupancy* is not listed in Table 8.2.1.3.B., the highest of metered flow data from at least 3 similar establishments shall be acceptable for determining total daily design *sanitary sewage* flow.

Table 8.2.1.3.A. Residential Occupancy

Forming Part of Sentence 8.2.1.3.(1)

Residential Occupancy	Volume(Litres)
Apartments, Condominiums, Other Multi-family Dwellings — per person(1)	275
Boarding Houses	
(a) Per person,	
(i) with meals and laundry facilities, or	200
(ii) without meal or laundry facilities, and	150
(b) Per non-resident staff per 8 hour shift	40
Boarding School — per person	300
Dwellings	
(a) 1 Bedroom Dwelling	750
(b) 2 Bedroom Dwelling	1100
(c) 3 Bedroom Dwelling	1600
(d) 4 Bedroom Dwelling	2000
(e) 5 Bedroom Dwelling	2500
(f) Additional flow for (2)	
(i) each bedroom over 5,	500
(ii) (A) each 10 m^2 (or part thereof) over 200 m^2 up to 400 m^2 (3)	100
(B) each 10 m^2 (or part thereof) over 400 m^2 up to 600 m^2 (3), and	75
(C) each 10 m^2 (or part thereof) over 600 m^2 (3), or	50
(iii) each fixture unit over 20 fixture units	50
Hotels and Motels (excluding bars and restaurants)	
(a) Regular, per room	250
(b) Resort hotel, cottage, per person	500
(c) Self service laundry, add per machine	2500
Work Camp/Construction Camp, semi-permanent per worker	250

Notes for Table 8.2.1.3.A.: (1)The occupant load shall be calculated using Subsection 3.1.16. (2)Where multiple calculations of sewage volume is permitted the calculation resulting the highest flow shall be used in determining the design daily sanitary sewage flow. (3)Total finished area, excluding the area of the finished basement.

See Table 8.2.1.3. (2) Other Occupancies for other types of non-residential establishments.

Notes for Table 8.2.1.3.B: (1)The occupant load shall be calculated using Subsection 3.1.16.(2)Reserved. (3)Flea Markets open more than 3 days per week shall be assessed using the volumes stated under the heading “Stores”.(4)Where multiple calculations of sanitary sewage volume is permitted the calculation resulting in the highest flow shall be used in determining the design daily sanitary sewage flow.

Table 7.4.9.3. Minimum Permitted Size of Fixture Outlet Pipe and Hydraulic Loads for Fixtures
Forming Part of Sentences 7.4.9.3.(1) and 7.4.10.2.(1)

Fixture	Min. Size of Fixture Outlet Pipe, in.	Hydraulic Load, fixture units
Autopsy table	1½	2
Bathroom group		
(a) with flush tank		6
(b) with direct flush valve		8
Bathtub (with or without shower)	1½	1½
Bath: foot, sitz or slab	1½	1½
Bed pan washer	3	6
Beer cabinet	1½	1½
Bidet	1¼	1
Chinese range	1½	3
Clothes washer		
(a) domestic	N/A	1½ with 1½ in. trap
(b) commercial	N/A	2 with 1½ in. trap
Dental unit or cuspidor	1¼	1
Dishwasher		½
(a) domestic	1½	no load when connected to garbage grinder or domestic sink
(b) commercial type	2	3
Drinking fountain	1¼	½
Fish tank or tray	1½	1½
Floor drain	2	2 with 2 in. trap 3 with 3 in. trap
Garbage grinder, commercial type	2	3
Icebox	1¼	1
Laundry tray		
(a) single or double units or 2 single units with common trap	1½	1½
(b) 3 compartments	1½	2
Lavatory		
(a) barber or beauty parlour	1½	1½
(b) dental	1¼	1
(c) domestic type single, or 2 single with common trap		1 with 1¼ in. trap
	1¼	1½ with 1½ in. trap
(d) multiple or industrial type	1½	3
Potato Peeler	2	3
Shower drain		
(a) from 1 head	1½	1½
(b) from 2 or 3 heads	2	3
(c) from 4 to 6 heads	3	6
Sink		
(a) domestic and other small type with or without garbage grinders, single, double or 2 single with a common trap	1½	1½
(b) other sinks	1½	1½ with 1½ in. trap 2 with 2 in. trap 3 with 3 in. trap
Urinal		
(a) pedestal, siphon jet or blowout type	2	4
(b) stall, washout type	2	2
(c) wall		
(i) washout type	1½	1½
(ii) other types	2	3
Water closet		
(a) with flush tank	3	4
(b) with direct flush	3	6

Example of a Detailed Site Plan