

Sewage System Application Instructions:

1. Complete the application in full:

- This smart form will automatically populate most calculations
- Submit your signatures electronically
- Sewage System Designs can be cut and pasted onto the design page or attached as a separate document
- Review the application to ensure it is completed in full
- Save a copy of the application to your desktop

2. Submitting the application:

- Print your application, then mail or hand delivered to: 99-A Advance Avenue, Napanee, ON K7R 3Y5
- Applications can be submit to permits@greaternapanee.com
Note: *Sewage System Applications will not be considered until fees are paid in full.*

3. Payment:

- Payment can be made in person via cheque, cash or debit.
- Payment by cheque can also be mailed (payable to the Town of Greater Napanee)

4. Process:

- Once an application is submitted in full an inspector will contact you within 10 business days to arrange an initial site visit.
- An initial site visit will take place to view the test holes, determine the height of the system above grade and ensure the placement of the sewage system meets the Ontario Building Code requirements.
- The inspector will issue a permit to install the sewage system to the applicant.
- Call the inspector for an inspection at least 3 days prior to requiring one.
- A final inspection will be done when the sewage system is installed but not covered.
- A final grading inspection will be done once the sewage system has been backfilled, the slopes stabilized, and the system has been seeded.
- Final paperwork will be mailed to the owner.

If you have any questions, please contact us at:

permits@greaternapanee.com

Phone (613) 776-1150 or (613) 354-3351 ext 4008

Application for Review of Performance Level of Existing Sewage System

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

For use by Principal Authority			
Date received:	Permit number (if different):		
Date paid:	Roll number:		
Application submitted to: <u>TOWN OF GREATER NAPANEE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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: <input type="checkbox"/> Owner or <input type="checkbox"/> 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				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation 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.				
_____		_____		
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.

Owner Authorization

I/we, _____, being the legal owner(s) of the property described as
Lot _____, Concession _____, Parts(s)/Sublot(s) _____ of Registered Plan of
Survey/Subdivision _____, in the Municipality of _____,
located at Civic Address _____,
certify that _____ is authorized to submit an
Application to Construct or Demolish to the Town of Greater Napanee for the purposes of installing a sewage
system in accordance with Ontario Regulation 332/12, and to act as my/our representative for any associated
site inspections.

I/we certify that all information and material provided for the purpose of this application is accurate.

Signature of legal owner(s): _____

Review of Performance Level of an Existing On-Site Sewage System

H. Application Purpose																																																																																											
<input type="checkbox"/> Building Addition <input type="checkbox"/> Garage <input type="checkbox"/> Pool <input type="checkbox"/> Other*																																																																																											
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Existing number of bedrooms:	Additional number of bedrooms:	New total number of bedrooms:																																																																																									
Existing total floor area of dwelling: m²	Proposed additional floor area of dwelling: m²	New total floor area: (existing + proposed) m²																																																																																									
J. Existing Fixture Units (see OBC Table 7.4.9.3. for non-residential)	K. Additional Fixture Units – for proposed additions/renovations	L. Water Supply																																																																																									
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M. Current Sewage System Information																																																																																											
<input type="checkbox"/> Septic tank _____ litres <input type="checkbox"/> Leaching bed _____ metres of distribution piping <input type="checkbox"/> Filter bed loading area _____ m ²	<input type="checkbox"/> Holding tank _____ litres <input type="checkbox"/> Treatment unit type _____ <input type="checkbox"/> Class 1 and 2 (outhouse/privy and leaching pit)																																																																																										
N. Previous Permit Information																																																																																											
Permit / Certificate of Approval number(s)*:	Year installed:																																																																																										
* If unknown, please attach a list of previous owners:																																																																																											

Sewage System Plans Page

8. Lot diagram and sewage system plan (drawing must be accurate, to scale, indicate north point and show the following):

- (a) Location of sewage system components (e.g. tank(s), leaching bed(s), etc). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbours), existing on-site systems, driveways, property lines, lakes, rivers, springs, water courses, swimming pools.
- (b) Lot dimensions topographic features (e.g., swamps, steep slopes) near system. 1 square = _____ m/ft **DRAW TO SCALE**

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9. I certify the foregoing information is true and accurate:

Signature of Legal Owner	Signature of Agent	Date
X	X	

10. Office use only

- Proposal will not reduce the performance level of the existing sewage system; no objections to issuance of a building permit for proposal.
- Sewage system is not contravening section 8.9.1.2. (1) (a) (b) (c) of the Ontario Building Code.
- Proposal will reduce the performance level of the existing sewage system. On-site sewage system will require upgrading.

11. Requirements

Inspector: _____ /As Per CBO Date: _____



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

Name

Signature

Date