

# PROPOSAL FOR CLASS 2 & 3 SEWAGE SYSTEM BUILDING PERMIT



NOTE: The property *owner*, applicant, designer, and installer of the sewage system retain full responsibility to ensure that the sewage system is designed and installed in accordance with the approved plans, the *Building Code Act*, and the Ontario Building Code.

If the listed applicant is not the property owner, please provide a Letter of Authorization from the registered property owner.

Complete applications should be submitted to the Building Department at the Village of Merrickville-Wolford Township office, pictures not accepted.

Alternatively, you can mail/drop off your application form to: Village of Merrickville-Wolford  
317 Brock Street West, P.O. Box 340  
Merrickville, ON K0G 1N0

Directions to lot:

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Owner communication method:  E-mail  Mail  Pick-up  
Installer communication method:  E-mail  Mail  Pick-up

The proposed system will be (check appropriate box):

- CLASS 2: GREYWATER PIT
- CLASS 3: CESSPOOL

Test Holes:

- Excavated to 1.5 metres (5 feet) deep  
OR until bedrock
- Located in leaching pit area
- Covered / protected from precipitation,  
collapse, fall hazards

Leaching Pit Area:

- Leaching pit areas are clearly marked with  
stakes, paint, or other method

Items Included in Submitted Proposal:

Floor Plans (required):

- One (1) copy of floor plans including all levels  
of the structure, no larger than 11" x 17"

Letter of Authorization:

- Included with this application

# Village of Merrickville-Wolford

Amount of Fee Pd: \_\_\_\_\_ Cheque # \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

- Sewage Application  
 Site Inspection Application

## 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 (shaded areas only)

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: \_\_\_\_\_

#### A. Project information

Building number, street name		Unit number	Lot	Con.
Municipality or Township	Postal code	Plan number	Sublot or Part Lot #:	
Project value est. \$		Area of work (m <sup>2</sup> )		

#### B. Applicant

Applicant is:  Owner or  Authorized agent of owner

Last name	First name	Corporation or partnership		
Street/Mailing address			Unit number	
Town/City	Postal code	Province	E-mail	
Telephone number ( )	Fax ( )	Cell number ( )		

#### C. Owner (if different from applicant)

Last name	First name	Corporation or partnership		
Mailing Address			Unit number	
Town/City	Postal code	Province	E-mail	
Telephone number ( )	Fax ( )	Cell number ( )		

#### D. Builder (optional)

Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	
Town/City	Postal code	Province	E-mail	
Telephone number ( )	Fax ( )	Cell number ( )		

#### E. 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 <input type="checkbox"/> Conditional Permit	
Proposed use of building	Current use of building
Description of proposed work	

<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>		
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.	<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): _____		
<b>G. Required Schedules</b>		
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.		
<b>H. Completeness and compliance with applicable law</b>		
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.	<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
<b>I. Declaration of applicant</b>		
I _____ certify 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.

<b>Directions to your lot:</b>

## Schedule 1: Designer Information

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

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality/Township	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Town/City	Postal code	Province	E-mail
Telephone number (     )	Fax number (     )	Cell number (     )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<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			
<b>D. Declaration of Designer</b>			
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 work and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. 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 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) d). 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 authorization, 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

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
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?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="margin-left: 40px;">(print name)</p> <p><input type="checkbox"/> 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><input type="checkbox"/> 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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> <span>Date</span> <span>Signature of applicant</span> </p>			

# Village of Merrickville-Wolford

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## **AUTHORIZATION FOR AN APPLICATION FOR A SEWAGE SYSTEM PERMIT BY A PERSON OTHER THAN THE LEGAL OWNER**

I, \_\_\_\_\_, being the legal owner of the subject property

described as Lot \_\_\_\_\_, Concession \_\_\_\_\_, Sub lot \_\_\_\_\_

Township of \_\_\_\_\_, Ward \_\_\_\_\_

authorize \_\_\_\_\_ whose mailing address and phone

number is \_\_\_\_\_

to apply for a Sewage System Permit and the associated site inspection on my behalf.

\_\_\_\_\_  
Signature of Legal Owner



# Village of Merrickville-Wolford SEWAGE SYSTEM DESIGN CRITERIA

Permit #: \_\_\_\_\_

State # Of:	Bedrooms/Units Sleeping Cabins	People	Floor * Area(m2)	Fixture Units
<b>Proposed</b>				
<b>Existing (if applicable)</b>				
<b>TOTAL</b>				

**Water Supply**

Proposed  Existing

Dug or Bored Well

Drilled Well Casing Depth: \_\_\_\_\_

Water Treatment Units

Other: \_\_\_\_\_

**\*Walk-out basement?**

yes  no

If yes, finished floor area of house includes 50% of floor space of walk-out basement.

**FIXTURE UNIT COUNT** (Please complete the following table:)

Description of Fixtures	Total #	X (multiply)	Fixture Units	Total
Bathroom group (3 or 4 piece bathroom)		X	6	
Water Closet (tank toilet)		X	4	
Each sink		X	1 ½	
Bathtub or shower		X	1 ½	
Dishwasher		X	1	
Clothes washing machine		X	1 ½	
Single or double laundry tub		X	1 ½	
Other		X		
<b>TOTAL</b>				

**Subsurface Soil Condition - To Be completed by Owner/Agent/Designer**

Three test locations are required. Depth in meters to bedrock, water table and description of soil type are to be shown for each soil profile.

0.3 -		0.3 -		0.3 -	
0.6 -		0.6 -		0.6 -	
0.9 -		0.9 -		0.9 -	
1.2 -		1.2 -		1.2 -	
1.5 -		1.5 -		1.5 -	

DESIGN PERCOLATION RATE .....min/cm  Native Soil  Imported

The percolation rate shall be determined by either percolation tests (using the highest percolation time from the three tests) or by classifying the soil according to the Unified Soil Classification System.

Leaching Bed Profile	Leaching Bed Design Calculations
<hr/> <p><b>Water table/Bedrock/Impervious Soil</b></p>	

Working capacity of septic/holding tank (Litres)	Tertiary Treatment if Applicable	Length of distribution pipe (Metres)

# Proposal to Construct

Propose to \_\_\_\_\_ a Class \_\_\_\_\_ sewage system to serve \_\_\_\_\_  
(construct, install, alter, extend, enlarge, replace, etc.) (facility: e.g. single family dwelling, motel, etc.)

Is the land currently vacant? YES  NO       Additions/renovations proposed? YES  NO

If replacing, is there a permit for the system on the property? YES  NO       Permit # \_\_\_\_\_

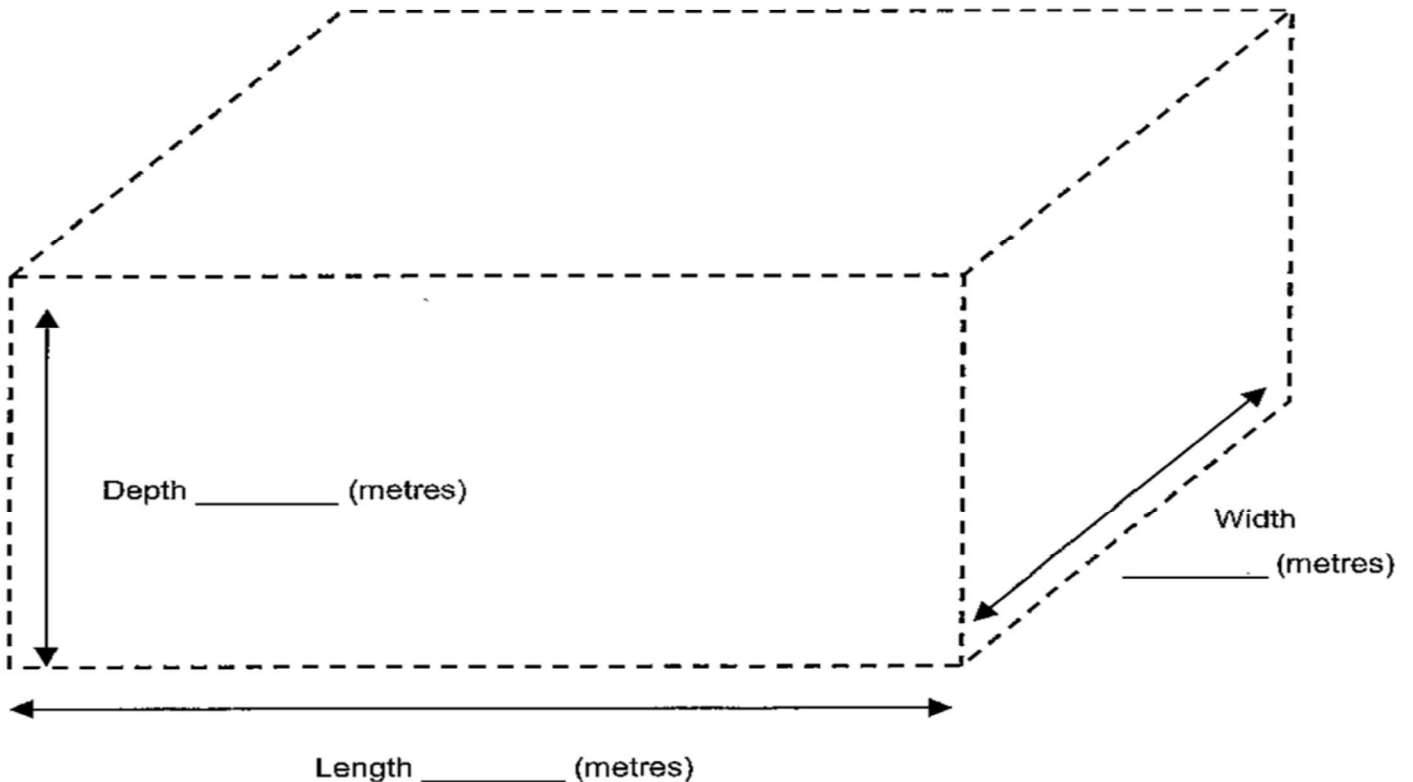
Is the existing system failing? YES  NO  Explain: \_\_\_\_\_

Is there more than one system on the property? YES  NO       Permit # \_\_\_\_\_

Will the proposed system service more than one building? YES  NO       List: \_\_\_\_\_

Provide proposed information rather than minimum requirements:

<input type="checkbox"/> Class 2 Greywater Pit	<input type="checkbox"/> Class 3 Cesspool	(Q <u>cannot</u> exceed 1000 liters/day)
Type of Class 1 on site <input type="checkbox"/> Privy <input type="checkbox"/> Composting <input type="checkbox"/> Chemical <input type="checkbox"/> Other:		
Wall structure: <input type="checkbox"/> Cement block <input type="checkbox"/> Rock <input type="checkbox"/> Wood <input type="checkbox"/> Other:		
T-time (min/cm) Of existing soil:	Type of cover:	Pump required? <input type="checkbox"/> No <input type="checkbox"/> Effluent <input type="checkbox"/> TBD
Side wall loading rate: $L_R = 400 / T =$ _____		Total side wall area: $A = Q / L_R =$ _____ m <sup>2</sup>
Length: _____ m	Width: _____ m	Depth: _____ m







Permit #

# SITE PLAN

Provide the following information:

- a) Location of sewage system components (eg. tanks, leaching bed). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbours), existing on-site sewage systems, driveways, property lines, lakes, rivers, water courses, swimming pools.
- b) Lot dimensions, topographic features (e.g. swamps, steep slopes) near system.

A large, empty grid area intended for drawing the site plan. The grid consists of small squares, providing a scale for the drawing.

# Village of Merrickville-Wolford

## Setback Waiver

Permit #: \_\_\_\_\_

Roll Number: 0714 \_\_\_\_\_

Civic Address: \_\_\_\_\_

To the Village of Merrickville-Wolford: \_\_\_\_\_

The Owner/Agent hereby acknowledges that the issuance of a Septic permit and/or a general site review by the Building Department staff is not confirmation that all required zoning and property setbacks have been adhered to. This includes, but is not limited to, separation of structures to the high-water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the zoning and property setback requirements and that the Township takes no responsibility should problems arise due to building placement.

Owner/Agent (please print)

Date

\_\_\_\_\_  
Signature

\_\_\_\_\_