

Village of Merrickville-Wolford

SEWAGE SYSTEM APPLICATION CHECKLIST

All applications will require the bolded items listed below.

- 1) Fee payment (cash, debit, cheque, or credit card)
- 2) Completed Sewage System permit application package:
 - a) Proposed Sewage System Design
 - b) Plot/site plan showing distances from all lot lines, high water mark, overhead power lines and all buildings.
 - c) Cross-section drawing of Sewage System
 - d) Floor plan layout of all floors of the dwelling labelled as to what the use is (ie: bedroom, kitchen) and listing the type of plumbing fixture(s) per room (ie: sinks, toilets, tubs/showers, etc).
 - e) Sewage System Setback Waiver/Inspection Requirements form
 - f) Agent/Owner Authorization letter
- 3) Conservation Authority, Parks Canada, Agriculture, or MOE approvals (where applicable)
- 4) A separate calculation page will be required if the sewage system includes non-residential occupancies.
- 5) Copy of Tax bill or Deed (proof of land ownership)
- 6) Survey of property (upon request)
- 7) Site Plan or Development Agreement (if required from Planning Services)

Are renovations or additions proposed? Yes No

If this application is for a vacant lot in Merrickville-Wolford, we will require a separate completed dwelling application to be submitted as well.

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.

Directions to lot or property address:

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 ²)		

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	

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.	<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. 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.	<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 _____ 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.

Directions to your lot:

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/Township	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Town/City	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]			
<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			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm. <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> Date Signature of Designer </p>			

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

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?			
<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)			
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="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"> 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. <p>_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Date Signature of applicant </p>			

Village of Merrickville-Wolford

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



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.

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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



Village of Merrickville-Wolford SEWAGE SYSTEM DESIGN CRITERIA

Permit #:

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

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		
TOTAL				

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 RATEmin/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>Water table/Bedrock/Impervious Soil</p>	

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

ABSORPTION TRENCH METHOD

Septic Permit # _____
 Date _____
 Revision _____
 Applicant _____
 Municipality _____
 Scarification required Yes No

 DATE _____



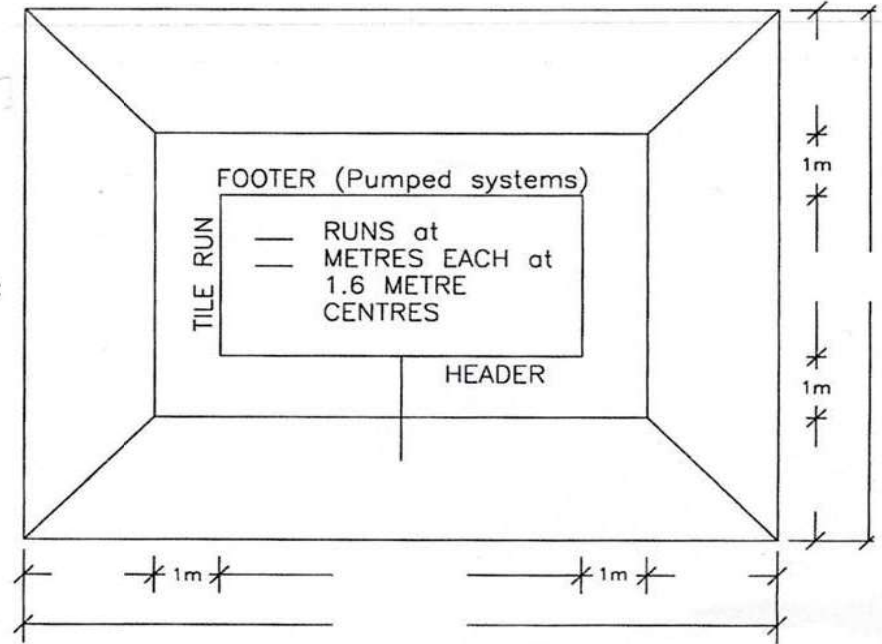
PLAN

Is mantle required:

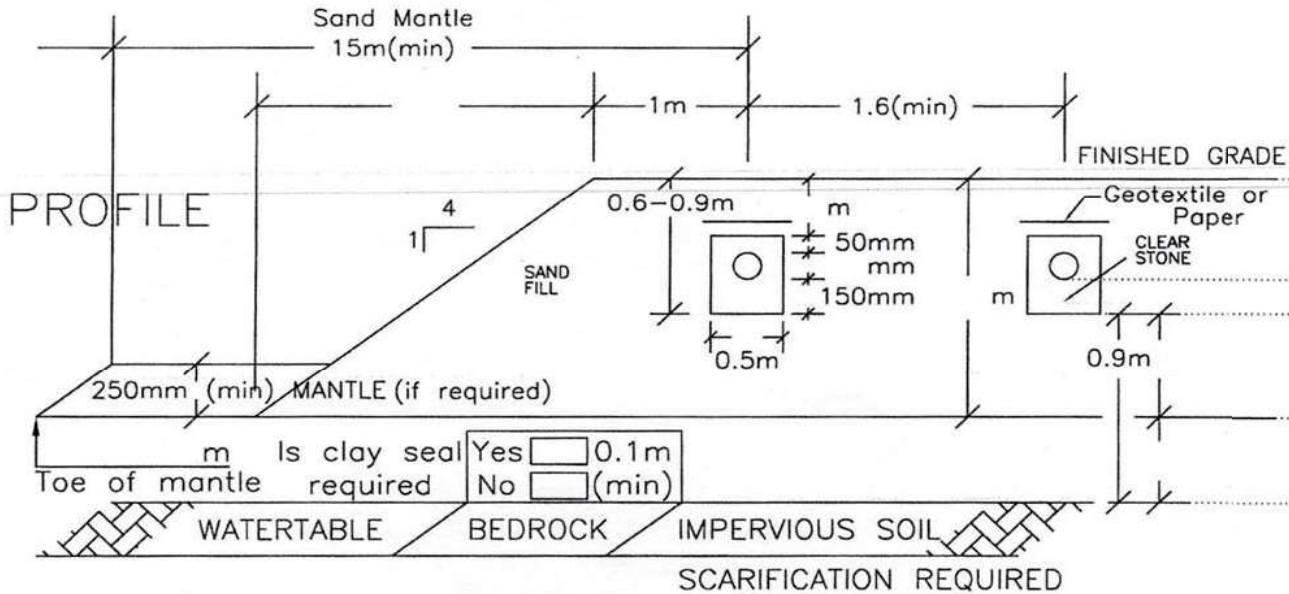
Yes

No

If Yes, in what direction _____



NOT TO SCALE



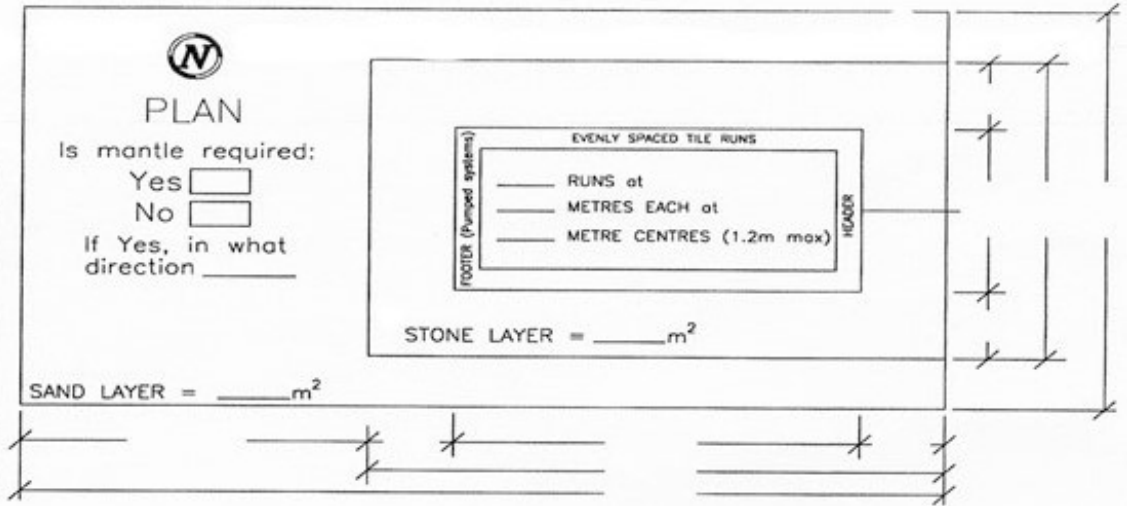
PROPOSED INSTALLATION GRADES	APPROVED INSTALLATION GRADES (OCSSO)	EXISTING GRADE

Village of Merrickville-Wolford

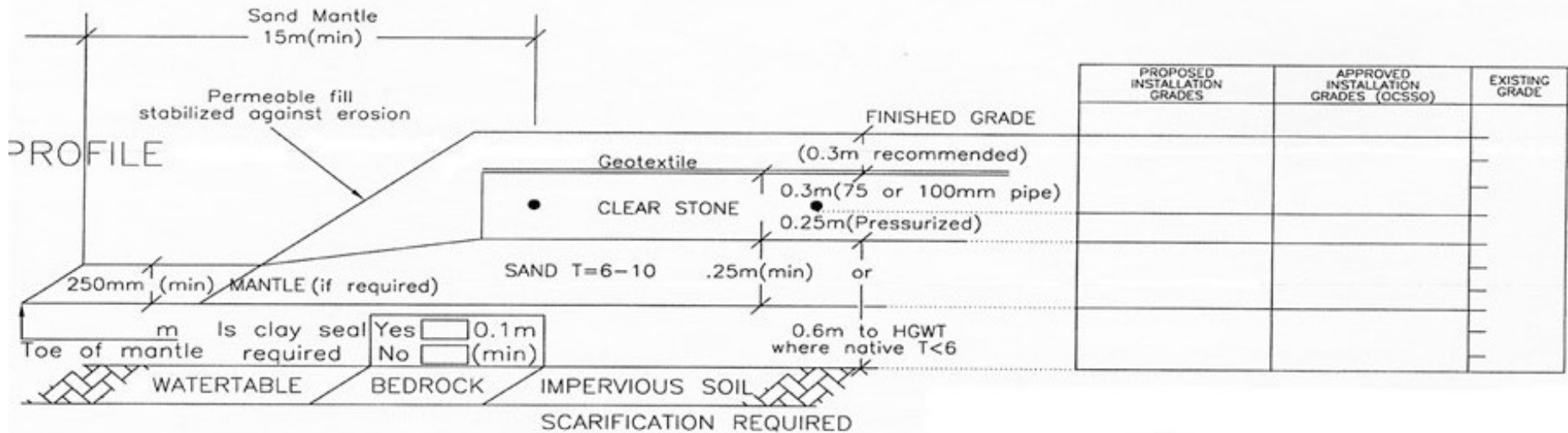
AREA BED METHOD

Septic Permit # _____
 Date _____
 Revision _____
 Applicant _____
 Municipality _____
 Scarification required Yes No

 DATE



NOT TO SCALE



Village of Merrickville-Wolford

FILTER MEDIA METHOD

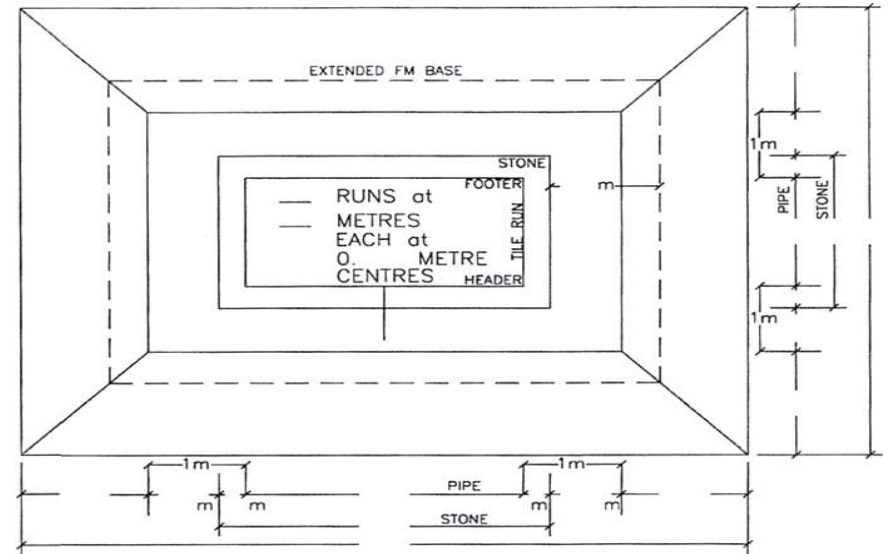
Septic Permit # _____
 Date _____
 Revision _____
 Applicant _____
 Municipality _____
 Scarification required Yes No

DATE _____

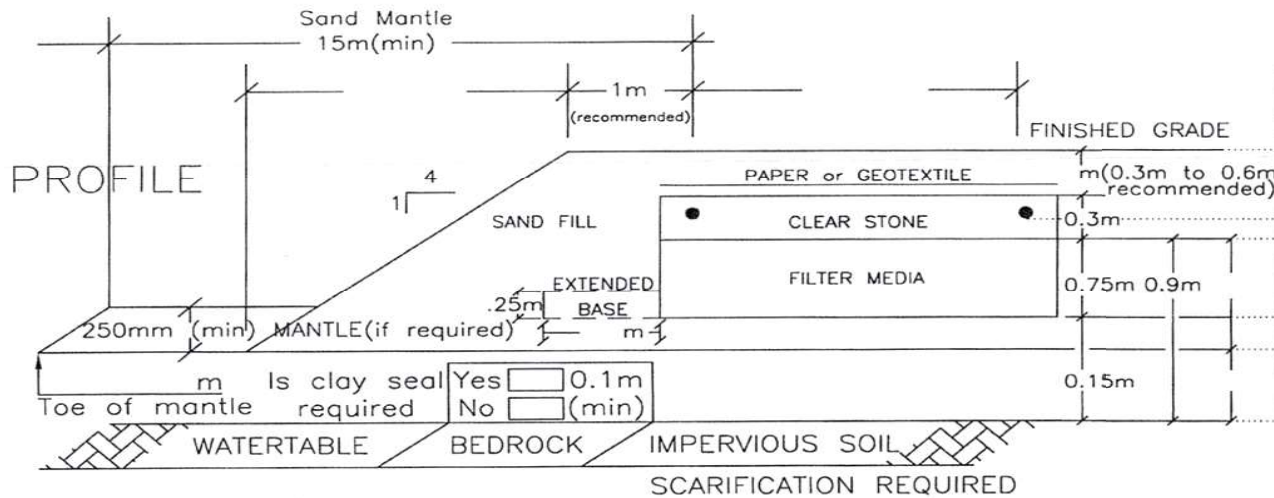


PLAN

Is mantle required:
 Yes
 No
 If Yes, in what direction _____



NOT TO SCALE



PROPOSED INSTALLATION GRADES	APPROVED INSTALLATION GRADES (OCSSO)	EXISTING GRADE

Is clay seal required Yes No
 Toe of mantle required Yes No
 0.1m (min)

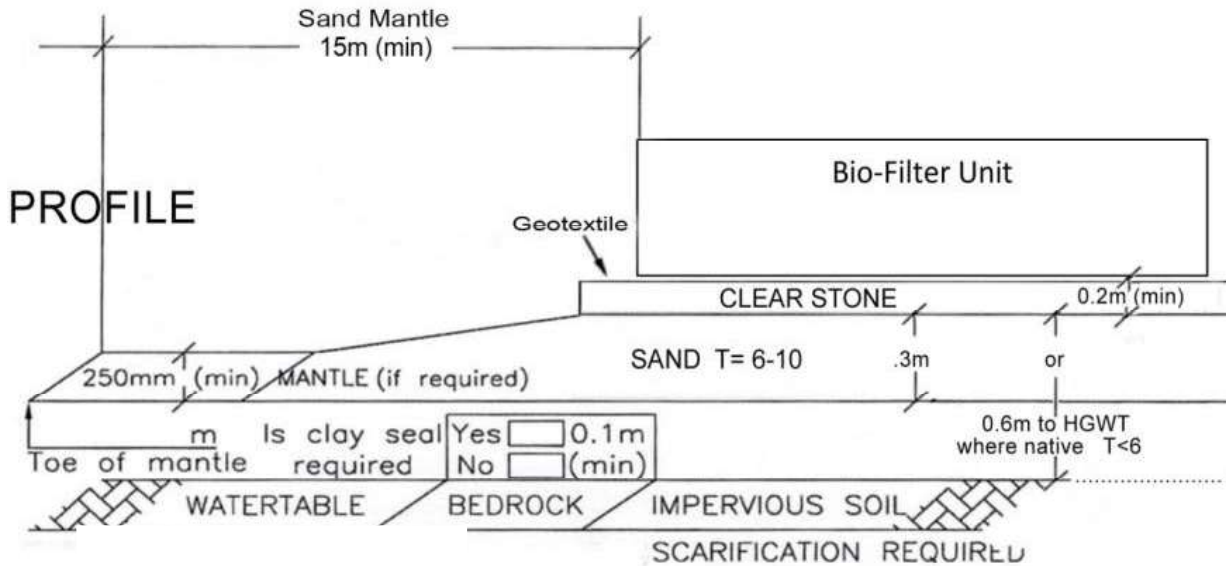
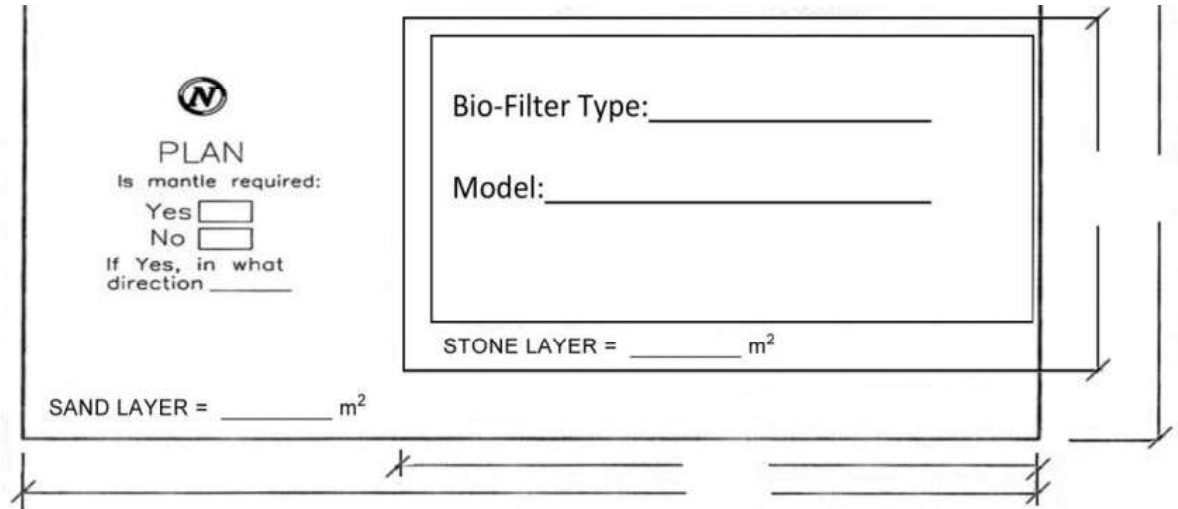
Village of Merrickville-Wolford

OPEN BOTTOM BIO-FILTER METHOD

Septic Permit # _____
 Date _____
 Revision _____
 Applicant _____
 Municipality _____
 Scarification required Yes No

_____ DATE

NOT TO SCALE



PROPOSED INSTALLATION GRADES	APPROVED INSTALLATION GRADES (OCSO)	EXISTING GRADE

Village of Merrickville-Wolford

SEPTIC STONE AFFIDAVIT

SEWAGE DISPOSAL SYSTEM

Name of Septic Stone **SUPPLIER:** _____

I, (We) certify that the stone for the installation of a Sewage Disposal System conforms to the requirements of Ont. Regulation 350/06 Section 8.7.3.3(5)(a) under the Building Code Act of Ontario and has been supplied to:

_____ for the installation of a sewage system
(Installer/Contractor)

under Permit Number _____
(Sewage System Permit Number)

Signed: _____ Date: _____
Pit Owner/Operator (day/month/year)

Affidavit developed by:

Village of Merrickville-Wolford

FILTER MEDIUM AFFIDAVIT – CLASS 4

SEWAGE DISPOSAL SYSTEM

Name of Filter Medium **SUPPLIER:** _____

I, (We) certify that the Filter Medium for the installation of a Class 4 Sewage Disposal System conforms to the requirements of Ont. Regulation 350/06 Section 8.7.5.3(3) under the Building Code Act of Ontario and has been supplied to:

_____ for the installation of a filter bed under
(Installer/Contractor)

Permit Number _____
(Sewage System Permit Number)

The filter medium shall be clean sand comprised of particles ranging in size between the limits of:

- a) an effective size of 0.25 millimetres with a uniformity coefficient not less than 3.5,
- b) an effective size of 2.5 millimetres with a uniformity coefficient not greater than 1.5, and
- c) having a uniformity coefficient not greater than 4.5

Signed: _____ Date: _____
Pit Owner/Operator (day/month/year)

Affidavit developed by:

CARE & MAINTENANCE OF A SEWAGE SYSTEM

A sewage system, which has been properly installed, should, with proper care and maintenance, provide many years of service. There are, however, some things that you, the homeowner, should be aware of that will help the system function properly.

These are:

1. Do not allow roof drains or sump water to discharge to the treatment unit.
2. Do not allow surface water to drain towards the area of the leaching bed.
3. Water usage in the home should be kept to a minimum. Excessive use of water, such as doing numerous loads of laundry in one day, could flush solids from the treatment unit into the leaching bed. Note: Laundry waste may discharge to a sewage system provided it does not exceed 20% of the total daily design sanitary sewage flow.
4. Water softener and iron filter discharge may be directed to the sewage system provided the system has been designed to accept such discharges.
5. There should be no need to use “starters”, “bacterial feeds”, or “cleaners”.
6. The treatment unit should be inspected at regular intervals and pumped out whenever sludge and scum occupy 1/3 of the working capacity of the tank.
7. Inspection, servicing and maintenance of the treatment unit (other than a septic tank) and its related components must be carried out by a person who:
 - a) possesses a copy of the printed literature provided by the manufacturer regarding the operation, servicing and maintenance requirements of the unit, and
 - b) is authorized by the manufacturer to service and maintain that type of treatment unit.
8. Vehicular traffic (including snowmobiles) should not be allowed over the leaching bed.
9. The area over a leaching bed should have a good cover of grass but shrubs or trees should not be planted over the area. Good ventilation and adequate sunlight should be maintained in the area of the leaching bed.
10. Structures, equipment, playground equipment, rinks and such other items shall not be placed over the tile bed.
11. Septic tanks when abandoned or taken out of service should be crushed or filled in with sand to prevent the collapse of earth over them.
12. Every sewage system shall be operated in accordance with,
 - a) the basis on which the construction and use of the sewage system was approved or required under the Building Code Act or predecessor legislation, as the case may be, and
 - b) the requirements of the manufacturer of the sewage system.