

## Sewage System Permit Documents:

A completed application should include the following:

1. **Agent Authorization** required for the following:
  - if applying on behalf of a registered owner, or
  - if you are a new property owner provide a copy of the transfer deed; or
  - if the registered owner is a company or corporation, provide an article of corporation showing who has signing authority.
2. **Schedule 1** – Designer Information for On-Site Sewage System
3. **Schedule 2** – Sewage System Installer Information
4. **Supporting documentation:**
  - **Municipal Form 1 – Soil and Water Table Information**
  - **Municipal Form 2 Calculations – Design Criteria**
    - The performance level of a septic system must be re-evaluated if one or more of the following proposed:
      - Adding bedrooms
      - Adding fixtures, or
      - Increasing floor area by 15% or greater
      - The daily design flow of the septic system must meet Division B 8.2.1.3. of the Ontario Building Code (OBC)
    - **Municipal Form 3 Proposal to Construct Class 4 Sewage System**
5. **Site Plan** – most important part of the application. The SITE PLAN provides an aerial view of the property. This could be a survey or drawing to scale and must be large enough, clear, and legible.
  - Should include the following (Building By-law 2023-29):
    - The legal description, lot size, property dimensions, existing rights-of-way, easements of municipal / utility corridors, any overhead hydro lines
    - The location of the proposed sewage system
    - The location of any unsuitable, disturbed, or compacted areas
    - Proposed access routes for system maintenance
    - Depth to bedrock, if applicable
    - Depth to zones of soil saturation
    - Soil properties, including soil permeability; and
    - Soil conditions, including potential for flooding.