



# Application for a Sewage System Permit

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

## For use by Principal Authority

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

Application submitted to: **Township of Horton**  
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

### 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 <sup>2</sup> )	

### B. Purpose of application

New construction    
  Addition to an existing building    
  Alteration/repair    
  Demolition    
  Conditional Permit

Proposed use of building	Current use of building
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Description of proposed work

### C. Applicant     Applicant is:   Owner or   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 (   )	

<b>E. Builder (optional)</b>				
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 (     )	
<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 _____ 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.

# 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	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.	
Municipality	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 and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of 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 practice, 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.

**THIS PAGE IS TO BE COMPLETED BY THE LICENSED INSTALLER**

DESCRIPTION	TOTAL #	FIXTURE UNITS	TOTAL FIXTURE UNITS
Water Closet (Flush Tank Toilet)		4	
Each Sink or Bathtub		1 ½	
Dishwasher if Direct Connect		1 ½	
Clothes Washing Machine		1 ½	
Single or Double Laundry Tub		1 ½	
Other		1 ½	
<b>TOTAL FIXTURES:</b>			

**\*\*\*\* FOR SEWAGE SYSTEM \*\*\*\***

- Total floor area of dwelling (from existing building; section of first page) \_\_\_\_\_
- Total fixture units within all buildings on the property (from section above) \_\_\_\_\_
- Total # of bedrooms on the property \_\_\_\_\_ daily flow rate \_\_\_\_\_ liters per day.
- Existing soil conditions in sewage area:  
 Soil type: \_\_\_\_\_ Depth to bedrock/hardpan: \_\_\_\_\_  
 Depth to high water table: \_\_\_\_\_ Vegetation: \_\_\_\_\_
- Describe mantel (down-slope area below sewage system):  
 Soil type: \_\_\_\_\_ Depth: \_\_\_\_\_  
**OR** Soil must be imported:  Yes  No

**CLASS OF SYSTEM (Complete one – refer to the Ontario Building Code)**

**CLASS 4: FILTER BED (PROOF OF APPROVED FILTER MATERIAL MUST BE PROVIDED)**

Area of Filter Medium (sq. M.) \_\_\_\_\_ No. of runs of tile: \_\_\_\_\_  Header **OR**  Distribution Box  
 Use of Existing Tank: \_\_\_\_\_  
**OR**  New Gov't approved  Concrete  Polyethylene Size (L): \_\_\_\_\_

**CLASS 4: TRENCH BED**

Dug into existing soil **OR**  Imported Soil Describe: \_\_\_\_\_  
 Total Length of tile (M): \_\_\_\_\_ No. of runs of tile: \_\_\_\_\_  Header **OR**  Distribution Box  
 Use of Existing Tank: \_\_\_\_\_  
**OR**  New Gov't approved  Concrete  Polyethylene Size (L): \_\_\_\_\_

**CLASS 4: AEROBIC**

Manufacturer & Model: \_\_\_\_\_ Daily Flow Rate Capacity (L): \_\_\_\_\_  
 Primary Tank Size (L): \_\_\_\_\_ Secondary Tank Size (L): \_\_\_\_\_ Bed Size (Sq. M.): \_\_\_\_\_

**CLASS 4: OTHER**

Manufacturer & Model: \_\_\_\_\_ Other Details: \_\_\_\_\_  
 Daily Capacity (L): \_\_\_\_\_

**CLASS 5: HOLDING TANK**

Manufacturer & Model: \_\_\_\_\_  Steel  Polyethylene  Other: \_\_\_\_\_  
 Size (L): \_\_\_\_\_ Alarm:  Audio  Visual

A pump contract must be provided for any of the above.

Is a pump required?  Yes  No If yes,  Head  Run Horsepower: \_\_\_\_\_



# TOWNSHIP OF HORTON SITE PLAN

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
*Road Name:*  
-----  
\_\_\_\_\_

THE ACCURACY OF THE INFORMATION APPEARING ON THE SITE PLAN IS THE RESPONSIBILITY OF THE APPLICANT AND IS HEREBY MADE PART OF THIS APPLICATION.

***I HEREBY CERTIFY THAT THE INFORMATION APPEARING ON THE SITE PLAN IS TRUE AND ACCURATE TO THE BEST OF MY ABILITY.***

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature:**



Township of Horton  
2253 Johnston Rd. Renfrew, ON K7V 3Z8  
613-432-6271  
[www.hortontownship.ca](http://www.hortontownship.ca)  
[cbo@hortontownship.ca](mailto:cbo@hortontownship.ca)

## **Septic Permit Application – Letter of Authorization**

To whom it may concern;

I, \_\_\_\_\_ of \_\_\_\_\_ do hereby permit  
(Owner's Name) (Owner's Address)

\_\_\_\_\_ of \_\_\_\_\_  
(Agent's Name) (Agent's Employer)

To act as the Authorized Agent in regard to applying for and receiving Septic Permits for  
the following project: \_\_\_\_\_  
(Project Address)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date