

Installing a septic system, a guide



Township of Springwater

2231 Nursery Road, Minesing, Ontario L9X 1A8

Phone: 705-728-4784 Fax: 705-728-2759

Website: www.springwater.ca

Township of Springwater contacts for this project may include:

Department	Extension	E-mail
Building Services	2017	building@springwater.ca

Septic Installation, a guide

Notes:

1. This Guide is intended to help you prepare the necessary information to submit a septic permit application. Please see our [Building FAQs, a guide](#) for answers to [F](#)requently [A](#)sked [Q](#)uestions about building permits the building permit process.
2. Although every attempt has been made to provide accurate information at the time of printing, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used in lieu of current Municipal By-laws or the current edition of the [Ontario Building Code](#), as amended.

Updated: March 15, 2019

Septic Installation, a guide

Table of Contents:

Part 1: Some General Information to help you get started 4

Part 2: Permit Submission..... 5

Part 3: Permit Fees..... 6

Part 4: Inspections 7

Part 5: Sample Documents..... 8

Septic Installation, a guide

Part 1: General Information to help you get started

1. Approval – **in writing** – is required from the Township of Springwater for the following septic projects:
 - Installation of a private sewage system (new or replacement)
 - Repairs/Modifications/upgrades to an existing sewage system
 - Any works that may affect an existing sewage system
 - Any works that may require a sewage system
2. Septic systems must be installed by the owner or an installer who is currently licensed by the Ministry of Municipal Affairs and Housing.
3. If you are installing a Treatment Unit septic system, please note that a **renewable** maintenance contract is required for all treatment unit systems.

Septic Installation, a guide

Part 2: Permit Submission

1. [What do I need to obtain a permit?](#)

You will need to provide the following forms and support documents with your application:

a) Forms

Septic permit application (Called Application for a Permit to Construct or Demolish - SEPTIC) all pages.

b) Support Documents


- Copy of deed (or proof of ownership if property has been recently transferred)
- Letter of authorization (if someone other than the property owner applies for the permit)
- Site Plan (**2 copies**) (Show proposed installation location including all dimensions in relation to the proposed septic, e.g. from the septic system to property lines **and** existing and proposed structures on the property. ~~Remember to~~ Include any future projects such as a garage, storage building, deck, pool or hot tub) and identify the proposed locations for these structures on your drawing. For further details on what to include on a Site Plan see our Building FAQs, a guide.
- Confirmation that two test holes 6 feet (1.83m) deep, sloped or stepped on one side, **within** the proposed leaching bed area, are ready to be inspected. Test holes shall be protected and marked for visibility until after they have been inspected. Once inspected by Township staff, test holes should be backfilled. This inspection can be done prior to issuance of a permit.

Septic Installation, a guide

Part 3: Permit Fees

1. How much will the permit cost?

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the current Building By-law. Plumbing and septic fees are also assigned from this By-Law. The Fee Schedule is on the last few pages of the Building By-law document.



www.springwater.ca
2231 Nursery Road
Minesing, Ontario
L9X 1A8 Canada

2019 Schedule C: Building Permit and Related Fees

Fees in this schedule shall be adjusted annually on January 1st of each year. This shall be done in accordance with the most recent twelve-month change in the Statistics Canada quarterly Construction Price statistics, when such statistic represents an increase.

Some factors that are taken into consideration when calculating your permit fees:

1. Which "class of work" applies to your project?
2. What is the total area of your project?
3. Does your project include plumbing? ft²
4. Is your project supported by a stand-alone septic system?

CLASS OF WORK	BASE PERMIT FEE	UNIT OF MEASURE	MIN / MAX	NOTES
Agricultural use				

Depending on the building project, other fees that may apply include, but are not limited to entrance permit fees, development charges, water and sewer levies, lot grade deposits, re-inspection fees, etc. **Currently, all permit and permit related fees are due and payable when the building permit is issued.**

Septic Installation, a guide

Part 4: Inspections

1. What type of inspections will be required for my project?

- a) Septic Base Inspection for filter or raised beds (site is graded and scarified but before any fill is added).

- b) Septic Grades Inspection (installation complete, all components installed and visible for inspection prior to backfilling). **Please note that “As Constructed” drawings are required, at or before this inspection.** For more information about these drawings please see our guide for Septic “As Constructed” Drawings.

- c) Septic Final (installation completed, backfilled and graded with swales and topsoil and sod in place or, topsoil in place with seed established).

NOTE: Under no circumstances may an installation be covered prior to the required inspections being undertaken.

Septic Installation, a guide

Part 5: Sample Documents

1. Letter of Authorization
2. General Site Plan showing minimum setback requirements

Note: A sample of a septic design has not been included with this project. Please speak to a qualified septic designer to assist with this part of your project.

Township of Springwater – **SAMPLE LETTER OF AUTHORIZATION**

Property Owner Name(s)
123 Anywhere Street, Springwater, Ontario XXX XXX

March 8, XXXX

Township of Springwater
Building Services Department
2231 Nursery Road
Minesing, Ontario
L9X 1A8

Re: Building permit application for the installation of a new septic system

This letter authorizes [Contractor Name and/or Company name] to apply for septic permit and to install the septic system at the above address.

Should you have any questions, please do not hesitate to contact us at 705-XXX-XXXX.

Thank you.

Sincerely,

Owner(s) signatures

Property Owner Name(s)
Registered Property Owners

