

Building Permit Requirements

Septic System

The following information is required at submission. Complete submissions can be processed within 10 business days.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - Schedule 1: Designer Information
 - Schedule 2: Sewage System Installer Information
 - Schedule 3: Design Specifications (to be completed by Designer)
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Conservation Authority approval, if applicable

2. **One (1) copy** of plans and specifications drawn to scale which must include:
 - Site plan**
 - Dimensions of the lot (length and width)
 - Location and dimensions of the septic system including loading area and 15m mantle
 - Location and size of proposed and existing buildings, decks or pools
 - Location of wells (including neighbouring wells), easements, (hydro, right-of-way, etc.), and driveways
 - Topographical features including slope and direction of flow
 - Clearance distances, per OBC, from septic system to wells, structures, property lines, lakes, streams, ponds, rivers, or springs
 - Cross Section Plan**
 - Design of sewage system including dimensions and elevations in relation to existing grade
 - Depth to bedrock and/or water table
 - Dimensions of septic system and description of material to be used
 - Mantle soil/fill properties
 - Granular Analysis** – qualified testing location analysis of native and imported materials prior to installation inspection
 - Calculations** - provide design criteria, fixture unit count and septic system calculations
 - Maintenance Contract** – as per the BMEC ruling for the tertiary system

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	

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	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	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]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	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>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>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> 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) (c) 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.

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?			
Yes (Continue to Section C)		No (Continue to Section E)	
		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="text-align: center;">(print name)</p> <p>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>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="text-align: center;">Date Signature of applicant</p>			

Schedule 3: Sewage System Design Specifications

Proposed Sewage System		<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> New Install	<input type="checkbox"/> Replacement	<input type="checkbox"/> Repair/Alteration	
Proposed Type of Sewage System			
<input type="checkbox"/> CLASS 2 – Greywater System		<input type="checkbox"/> CLASS 3 – Cesspool	
<input type="checkbox"/> CLASS 4 – Leaching Bed System		<input type="checkbox"/> CLASS 5 – Holding Tank	
Building Information			
Plumbing Fixtures			
Description	Existing	+	Proposed = Total x Fixture Units = Count
Example; Sink	0	+	1 = 1 x 1.5 = 1.5
Bathroom Group – Toilet/Sink/Shower		+	= x 6 =
Sinks/Wash Basins		+	= x 1.5 =
Bathtub/Showers		+	= x 1.5 =
Toilets (flush tank)		+	= x 4 =
Dishwasher		+	= x 1.5 =
Laundry Tub/Washing Machine		+	= x 1.5 =
Other:		+	= x =
TOTAL FIXTURE UNITS			=
FINISHED FLOOR AREA = _____ m ²			
Design Flow Calculations (Q)			
BEDROOM FLOWS			
A	# of Bedrooms	Volume (Litres)	Total Flow
	1 Bedroom	750	
	2 Bedrooms	1100	
	3 Bedrooms	1600	
	4 Bedrooms	2000	
	5 Bedrooms	2500	
ADDITIONAL FLOW FOR:			
B	Each Bedroom over 5 OR*	500	
	C	Each 10m ² over 200m ² - 400m ²	100
Each 10m ² over 400m ² - 600m ²		75	
Each 10m ² over 600m ² OR*		50	
D	Each Fixture over 20 Fixture Units	50	
DESIGN FLOW "Q"			
Q = A + (B or C or D)			
A = _____			
B = _____			
C = _____			
D = _____			
EXPECTED DAILY DESIGN SEWAGE FLOW (Q) = _____ Liters Per Day			
Septic Tank Size (Working Capacity)		<input type="checkbox"/> New	<input type="checkbox"/> Existing <input type="checkbox"/> Replacement
Proposed/Existing Working Capacity = _____ Litres (2 x Q for Residential)			

Schedule 3: Sewage System Design Specifications

Percolation Rate (T)							
A percolation test or a sieve analysis must be completed on the property that the proposed septic system is to be installed.							
Percolation Test Completed? ___ Yes <div style="text-align: right;"> ___ No (sieve analysis of native soil MUST be completed and attached to permit application) </div>							
*** Requirements for "Percolation Test Procedure" are attached.							
Percolation Rate of Native Soil T = _____ min/cm				Percolation Rate of Imported Soil T = _____ min/cm			
Test Pit							
A test pit should be dug at the location of the proposed leaching bed to observe subsoil profile and groundwater conditions. Test pits should be a minimum of 1m wide and 1.5m deep.							
Soil Type	Coarse Gravel, No Fines	Gravel, Some Small Rocks	Gravel-Sand Mix, Some Fines	Sand, Fairly Uniform, Some Fines	Sandy-Loam Mix	Silty-Loam, Almost Clay	Clay Smears Well, Rolls into Ribbons
Percolation Rate (T)	0 to 1	1 to 5	5 to 10	10 to 15	15 to 25	25 to 50	>50
Soil Depth (meters)	Soil Type (See Above)	Percolation Rate (T)	Depth of Rock/Impervious Soil/Groundwater table				
0.2							
0.4							
0.6							
0.8							
1.0							
1.2							
1.4							
1.6							

Topsoil to be removed: Depth: _____ m
Usable Existing Soil: Depth: _____ m
Excavation of Existing Soil: Depth: _____ m
Imported Fill: Depth: _____ m

Schedule 3: Sewage System Design Specifications

ABSORPTION TRENCH	<input type="checkbox"/> In-ground	<input type="checkbox"/> Raised	<input type="checkbox"/> Partially Raised
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Length of Distribution Pipe:

$$L = \frac{Q \times T}{200}$$

$$L = \text{_____} \text{ m}$$

FILTER BED	<input type="checkbox"/> In-ground	<input type="checkbox"/> Raised	<input type="checkbox"/> Partially Raised
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Effective Area :

If $Q \leq 3000L$ $A = Q/75$

Effective Area = _____ m^2

If $Q > 3000L$ $A = Q/50$

Effective Area = _____ m^2

Extended Contact Area:

$$A = \frac{Q \times T}{850}$$

Extended Contact Area = _____ m^2

MANTLE/LOADING AREA

Loading Rates (LR)
Fill-Based Trenches and Filter Beds
(Table 8.7.4.1. A OBC)

Percolation Time of Soil (T) min/cm	Loading Rates ($L/m^2/day$)
$1 < T \leq 20$	10
$20 < T \leq 35$	8
$35 < T \leq 50$	6
$T > 50$	4

Loading Area = Q/LR

Loading Area = _____ m^2

Schedule 3: Sewage System Design Specifications

BMEC Approved Trench System or Treatment Unit

Manufacture: _____ BMEC #: _____

Model Number: _____

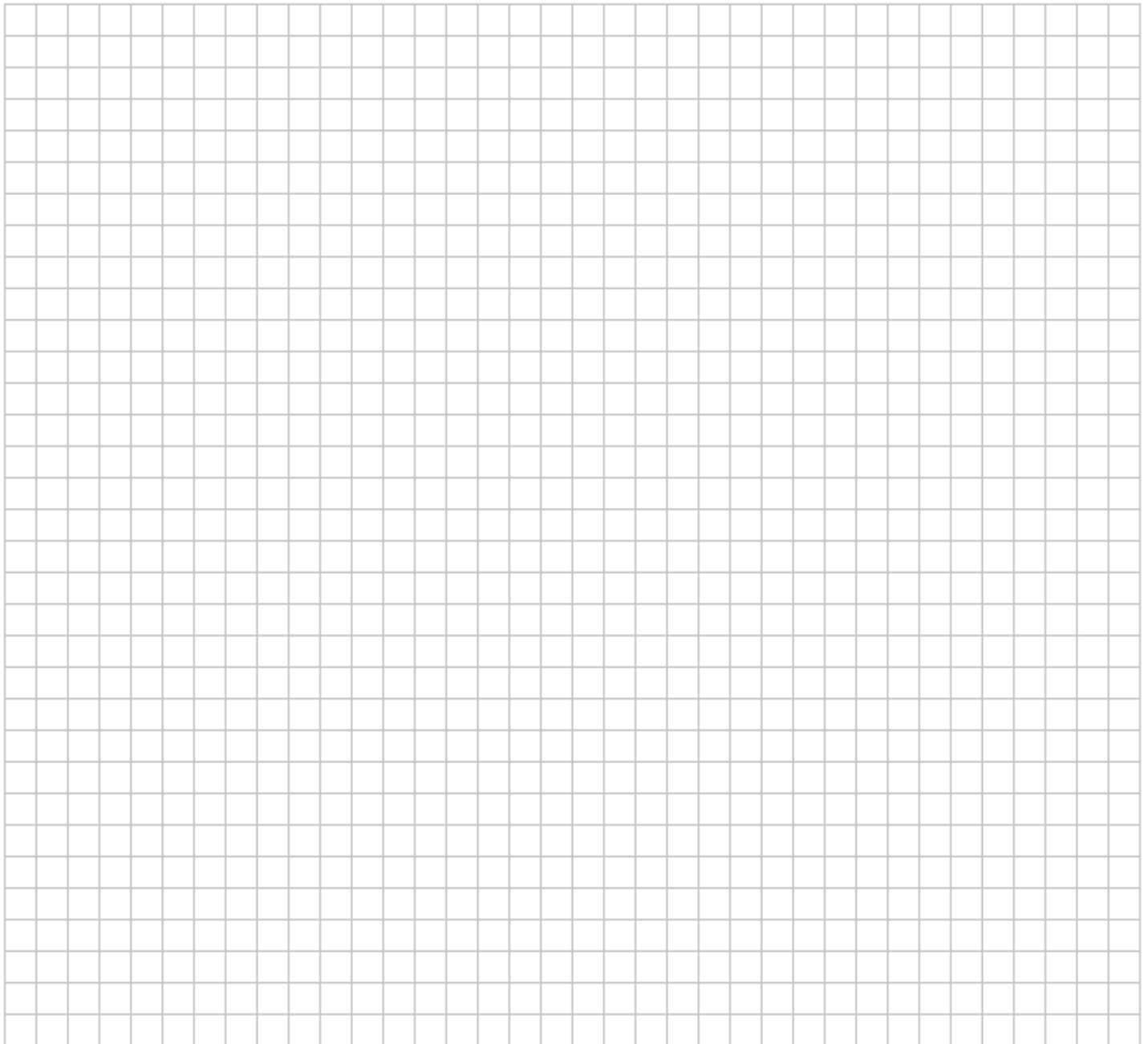
Please Provide Calculations Below.

Schedule 3: Sewage System Design Specifications

SEWAGE SYSTEM SITE PLAN

A site plan is required and must contain the following information:

- Dimensions of the lot (length and width)
- Location & dimensions of the septic system including loading area and 15m mantle
- Location and size of proposed & existing buildings, decks, or pools
- Location of wells (including neighbouring wells), easements(hydro, right of way etc.) & driveways
- Topographical features including slope and direction of flow
- Clearance distances as per OBC from septic system to wells, structures, property lines, lakes, streams, ponds, rivers, or springs



Schedule 3: Sewage System Design Specifications

SEWAGE SYSTEM CROSS SECTION

A cross section is required and must contain the following information:

- Design of the sewage system including dimensions and elevations in relation to existing grade
- The depth to bedrock and/or water table
- Dimensions of septic system and description of material to be used
- Mantle soil/fill properties

