



"A Place For All Seasons"

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SEWAGE SYSTEM PERMIT APPLICATION CHECKLIST

Applicant & Owner: _____ Date: _____

Project Location: _____

The following documentation is required in order for a sewage system permit application to be deemed complete:

- Building Permit Application** form with all fields completely filled in;
- Letter of Authorization** if applicant is not the property owner;
- Schedule 1: Designer Information** form filled out by a qualified designer with a Building Code Identification Number (BCIN) (Property owners are exempt from needing a BCIN, but are to complete the Schedule 1: Designer Information form if they are also the designer);
- Schedule 2: Sewage System Installer Information** form;
- Sewage System Design Flow** form;
- Site Evaluation** forms; and
- Site Plan** accurately drawn in relation to a copy of a survey showing the proposed septic tank and bed location complete with setbacks to all property lines, all buildings on the property, right-of-ways, hydro lines, and highwater mark of any waterbody and watercourse.
- Sewage System Permit Fees** as per Schedule "A" of Building By-Law 26-2007, as amended;

NOTICE: Incomplete applications will not be reviewed until all required documents have been provided. Complete applications will be reviewed in the order that they are received.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (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 ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
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	

E. Builder (optional)				
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
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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
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.

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>			

Proposed Sewage System Design

Class of System:	2 or 3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	<input type="checkbox"/> Install <input type="checkbox"/> Repair	Test Hole Ready:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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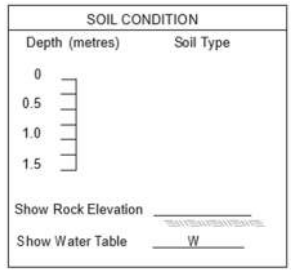
Water Supply:

Existing
 Proposed
 Drilled Well
 Dug Well
 Surface Water
 Other: _____

Soil Conditions:

Est. Perc Rate _____ min/cm
 Bedrock Level _____ m
 High Water Level _____ m

Date of Assessment:



Site Information

Fixture Unit Type	Number	Fixture Unit Value	Total
Bathroom Group (3+ Fixtures)		6	
2 Piece Powder Room		5.5	
Clothes Washer		1.5	
Laundry Sink		1.5	
Kitchen Sink		1.5	
Floor Drain		3	
Other			
Total Fixture Units:			

Total Number of Bedrooms (includes bunkies, lofts, etc.): _____

Total Area of Living Space on Property (includes bunkies, lofts, etc.): _____ m²

Daily Sewage Flow (DSF) Calculation:

A. Base Flow from Number of Bedrooms: _____ L (max. 5)

B. Additional Bedrooms over 5: _____ x500 = _____ L

C. Each Additional Fixture Unit over 20: _____ x50 = _____ L

D. Living Space up to 200m²:

i. Each 10m² over 200m² up to 400m² : _____ x100 = _____ L

ii. Each 10m² over 400m² up to 600m² : _____ x75 = _____ L

iii. Each 10m² Greater Than 600m² : _____ x50 = _____ L

Total Daily Sewage Flow(Q): (A + B, C, or D) = _____ L/day

Tank(s)	Minimum Required	Proposed
Septic Tank Size: (Res. DSF x2; Com. DSF x3)	= _____ L	= _____ L

Filter Bed

Filter Bed Area: <3000L/day DSF÷75= _____ m² Proposed _____ m²
 >3000L/day DSF÷50= _____ m² Proposed _____ m²

of Pods: _____ Arranged as _____ x _____ m²

Distribution Type: Pipe Chamber

Expanded Contact Area: QT÷850= _____ m² Proposed _____ m²

If Raised, Height above existing grade to bottom of stone layer: _____ m

OR

Conventional Trench

Daily Sewage Flow (DSF) x T÷200 = _____ m Proposed: _____ m

Request for Reduction: Type _____ DSF x T÷300 = _____ m

Percolation Rate of Fill (if required): _____ min/cm

If Raised, Height above existing grade to bottom of stone layer: _____ m

Loading Rate Area

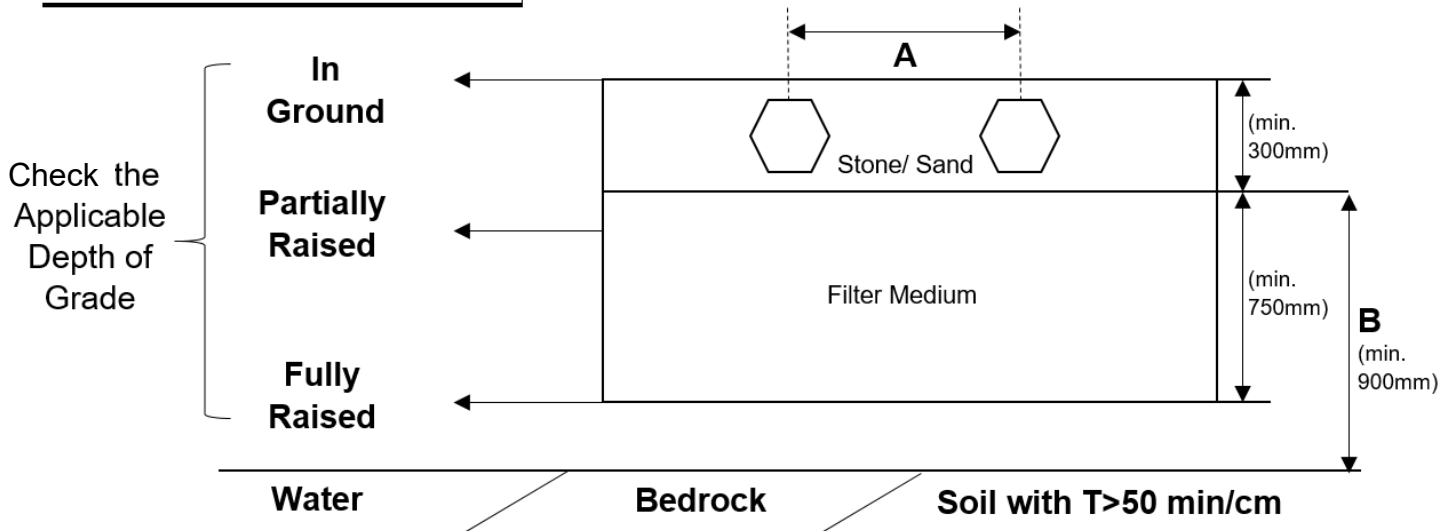
Daily Sewage Flow ÷ Loading Rate Factor = _____ m² Proposed: _____ m²

Receiving Soil Percolation Rate	Loading Rate Factor
1 < T ≤ 20	10
20 < T ≤ 35	8
35 < T ≤ 50	6
T > 50	4

15m Extended Mantle Required: Yes No Native

Higher Treatment Level Proposed? (Details):

Cross Section – Filter Bed



A – Proposed horizontal offset Distance between Runs _____ m

B – Proposed depth of Excavation to Water Table/ Bedrock _____ m

THE CORPORATION OF THE TOWN OF BANCROFT

BY-LAW NO. 31-2015

Being a By-Law to amend By-Law 26-2007; being a By-Law Respecting Building Permit Classes, Applications Fees and Notices Required for Inspection.

WHEREAS By-Law 26-2007; and By-Law 31-2015 set out in Schedule "A" the Class of Permit and Prescribed Fees;

AND WHEREAS the Council of the Town of Bancroft deems it expedient to amend certain fees as set out in Schedule "A" of By-Law No. 26-2007

NOWHEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BANCROFT HEREBY ENACTS AS FOLLOWS:

1. **THAT** Schedule "A" of By-Law 26-2007; be amended to read as follows:

<u>Class of Building or Structure</u>	<u>Cost per Square Foot</u>
Residential Buildings/Seasonal Dwellings, Guest & Additions	\$1.00 per sq. ft. per floor
Demolition Permit	\$200.00
Farm/Commercial/Industrial	\$0.60 per sq. ft. per floor
Garages, Decks, Porches, Accessory And Detached Buildings	\$0.50 per sq. ft. per floor
Renovations/Enlargements/Extensions (Estimated Value Based on CBO Evaluation)	1.5% construction value
MINIMUM BUILDING PERMIT FEE	\$100.00
Change of Use (Where no construction is carried out)	\$200.00
Plumbing	\$100.00 plus \$10.00 per fixture
Wood Burning Appliances & Chimney Installation	\$150.00
Swimming Pools (Private or Public in-ground only)	\$150.00
Solar Panels (Roof Mounts only)	\$100.00 + \$10.00 per \$1,000.00 of value
Communication Towers, Wind Turbines etc.	\$100.00 + 1.5% Construction Value

Sewage System

a) Class 2 System (grey water)	\$300.00
b) Class 3 System (cesspool)	\$300.00
c) Class 4, 5 System daily flow not > 4500 Litres	\$600.00
d) Class 4, 5 System daily flow 4500 liters to 10,000 liters	\$600.00
e) Repair to Sewage System (Tank or Bed)	\$300.00
Construction Started Without Permit	\$400.00
Requested Inspection or Re-inspection Fee (Work not completed for inspection)	\$100.00
Administration Fee (review application for completion)	\$150.00
Building Permit Renewal	\$150.00
Occupancy Permit	\$150.00

2. **THAT** Mayor and Clerk be and are hereby authorized to sign this By-Law and affix the corporate seal thereto.
3. **THAT** this By-Law is enacted upon the third and final reading hereof.

Read a first, second and third time, and be finally passed, signed, sealed and numbered By-Law 31-2015. this the 14th day of April, 2015.

Original Signature In File
BERNICE JENKINS, MAYOR

Original Signature In File
HAZEL LAMBE, CLERK