

The Corporation of The Township of North Kawartha

By-Law #2014-

Being a By-law of the Corporation of the Township of North Kawartha Respecting Construction, Alteration and Demolition/Decommissioning of a Sewage Disposal System

Whereas Section 7 of the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended authorizes Council to pass by-laws respecting construction, demolition and related matters;

And Whereas the Council of the Corporation of the Township of North Kawartha desires to enact a new building by-law for the issuance of permits and related matters with respect to the construction, alteration and demolition/decommissioning of a sewage disposal system, including a fee schedule for all applicable building permit fees:

Now Therefore the Council of the Corporation of the Township of North Kawartha do hereby enact as follows:

Part I - Definitions

1. For the purposes of this By-law, the following definitions and interpretations shall govern:
 - 1) "Act" means the *Building Code Act*, 1992, S.O. 1992, Chapter 23 as amended;
 - 2) "applicant" means the owner of a building or property who applies for a permit or the person authorized by the owner to apply for a permit on the owner's behalf;
 - 3) "architect" means a holder of a license, a certificate of practice, or a temporary license under the Architect's Act as defined in the *Building Code*.
 - 4) "as constructed plans" means as constructed plans as defined in the *Building Code*;
 - 5) "building" means a building as defined in Section 1(1) of the Act;
 - 6) "*Building Code*" means the regulations made under Section 34 of the Act;
 - 7) "Chief Building Official" means the Chief Building Official appointed by Council under Section 3 of the Act for purposes of enforcement of the Act;
 - 8) "Construct" means to construct a building as defined in Section 1(1) of the Act;
 - 9) "Corporation" means the Corporation of the Township of North Kawartha;
 - 10) "demolish" means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act;
 - 11) "forms" means the applicable Provincial or municipal prescribed forms as set out in Schedule "C" to this By-law;

- 12) "inspector" means an inspector appointed under Section 3 of the Act;
- 13) "owner" included, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession;
- 14) "permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act;
- 15) "plumbing" means plumbing as defined in Section 1(1) of the Act;
- 16) "professional engineer" means a person who holds a license or a temporary license under the *Professional Engineer's Act*;
- 17) "registered code agency" means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Act;
- 18) "regulations" means regulations made under the Act;
- 19) "sewage system" means a sewage system as defined in Section 1.4, Division A, Part 1 of the Code;
- 20) "work" means construction or demolition of a building or part thereof, as the case may be.

2. Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the *Building Code*.

Part II – Class of Permit

3. Classes of permits with respect to the construction, alteration, demolition/decommissioning of buildings and permits fees shall be as set out in Schedules "A" and "B" to this By-law.

Part III – Permit Application

4. To obtain a permit, the owner or an agent authorized in writing by the owner shall file with the Chief Building Official an application in the prescribed form as set out in Schedule "C" to this By-law.

General Requirements

5. All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall;
 - 1) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
 - 2) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
 - 3) include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
 - 4) be accompanied by plans and specifications as described in this By-law;

- 5) be accompanied by the required fees as calculated in accordance with Schedules "A" and "B" to this By-law;
 - 6) be accompanied by the completed "Listing of Applicable Law" form in accordance with Schedule "C" to this By-law;
 - 7) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition, as the case may be;
 - 8) when Section 3.2, Division C of the *Building Code* applies, be accompanied by a signed acknowledgement of the owner on the prescribed form that a designer or person qualified to construct or install has been retained to carry out the general review of the construction or demolition;
 - 9) when Section 3.3 of the *Building Code* applies, be accompanied by a signed statement of the designer or person qualified to construct or install to provide general review of the construction or demolition;
 - 10) include, where applicable, the applicant's registration number where an applicant is a builder or vendor/contractor
 - 11) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.
6. In addition to the general requirements set out above, an application for a sewage system construction, alteration or demolition/decommissioning permit shall:
- 1) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - 2) include complete plans and specifications, documents and other information as required by Section 7.(1)(b) of the *Building Code Act* and as described in this By-law for the work covered by the permit.
 - 3) include a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official; include the date the evaluation was done;
 - a) include name, address, telephone number and signature of the person who prepared the evaluation;
 - b) a scaled map of the site showing;
 - the legal description, lot size, property dimensions, existing right-of-ways, easements or municipal/utility corridors;
 - the location of items listed in Column 1 of Tables 8.2.1.5, 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the *Building Code*;
 - 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;

- depth to zones of soil saturation;
 - soil properties, including soil permeability; and
 - soil conditions, including potential for flooding
 - any other data as required on the permit application
7. After the issuance of a permit under the Act notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, shall be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without the prior written authorization of the Chief Building Official.
 8. Notification of any material change may be in the form of an application for revision to a permit where changes are major and may take the form of a revision permit being issued.
 9. Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.
 10. Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.

Part IV – Plans and Specifications

11. Every applicant shall submit sufficient information, including plans, specifications, documents and other information, with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction or demolition will conform with the Act, the *Building Code* and any other applicable law.
12. Plans shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "D" to this By-law.
13. Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work is in compliance with the Act, the *Building Code*, and any other applicable law. The site plan shall show;
 - 1) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
 - 2) existing and finished ground levels or grades; and
 - 3) existing right-of-way, easements and municipal services.
14. The Chief Building Official may refuse an application if any of the above is deemed to be incomplete or insufficient at the time of application.
15. On completion of the construction, the Chief Building Official may require that a set of plans of the building or any class of buildings as constructed including a plan of survey showing the location be filed with the Chief Building Official.

Part V – Sewage Disposal System Maintenance Agreements

16. Where a Class 4 treatment unit other than a septic tank is utilized in accordance with Section 8.6.2.2 of the Building Code, the operator shall obtain and provide to the approval authority all literature describing the operation and servicing of the system and, the maintenance agreements as required.
17. Where a Class 5 sewage system is installed, the owner shall provide a copy of a written agreement for the disposal of sanitary sewage from that system between the owner and a hauled sewage system operator. This agreement shall be in a form agreeable to the approval authority and be for a period not less than 3 years from the date the system is put into service. At the request of the approval authority, all receipts for pump-outs shall be provided.

Part VI – Prescribed Notice And Inspections

18. The person to whom a permit has been issued under Section 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in Division C, Section 1.3.5.1 of the *Building Code*. These mandatory notification stages and inspections are listed in Schedule “E” to this By-law.
19. Notices shall be given as required by Division C, Section 1.3.5.3 of the *Building Code*.

Part VII – Registered Code Agencies

20. Where the Municipality has entered into agreements with registered code agencies the Chief Building Official is authorized to enter into services agreements with registered code agencies and appoint them to perform specified functions from time to time pursuant to s. 4.1 of the Building Code Act.
21. The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule “A” and “B” to this By-law. No permit shall be issued until the fees therefore have been paid in full.
22. Any person or Corporation who commences construction or demolition before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the municipality unless the permit has already been issued, shall in addition to any other penalty under the Act, *Building Code* or this By-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$1,000.00, in order to compensate the Corporation for the additional work incurred by such early start to work.

Part VIII - Fees

23. Prior to passing a By-law to change the fees the Township shall:
 - 1) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter;
 - 2) ensure that a minimum of 21 days notice of the public meeting is given to every person and organization that has, within five years before the day of the meeting requested such notice; and

- 3) ensure that the notice include an estimate of the cost for administering and enforcing the Act, the amount of the fee and change to the existing fee and the rationale for imposing or changing the fee.

24. Any person or organization wishing to receive notice as set out above should make such request in writing to the Clerk's office.

Part IX – Changing Permit Fees

25. In the case of withdrawal of an application or, abandonment of all or a portion of the work or, the non-commencement of the work or, the refusal or revocation of a permit, upon written request by the applicant the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" to this By-law.

Part X - Fencing

26. Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may under Clauses 7(1)(i) and 7(1)(j) of the Act, require the erection of such fencing as the Chief Building Official deems necessary to abate the hazard.

27. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8 meters), to be measured from the highest adjacent grade and, shall be of a description as determined by the Chief Building Official.

Part XI – Transfer of Permits

28. Every person who acquires land on which construction or demolition is occurring in respect of which a permit has been issued, shall apply to transfer the permit.

29. Every application for a transfer of permit shall be submitted to the Chief Building Official and shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- 2) include such information as may be determined by the Chief Building Official; and
- 3) be accompanied by the required fee as required in Schedule "A" to this By-law.

Part XII - Penalty

30. Every person who contravenes any provision of this By-law is guilty of an offence and liable:

- 1) on a first conviction to a fine of not more than \$25,000, and
- 2) on any subsequent conviction, to a fine of not more than \$50,000.

31. Where the person convicted is a corporation, the maximum fines are \$50,000 on a first offence and \$100,000 for any subsequent conviction.

Part XIII - Miscellaneous

- 32. All Schedules to this By-law form part of this By-law.
- 33. A reference to the singular or the masculine shall be deemed to refer to the plural or feminine as the context may require.
- 34. Should any section, subsection, clause or provision in this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

Part XIV – Short Title

- 35. This By-law shall be known and may be cited as the “Sewage Disposal System By-law”.

Part XV – Effective Date

This by-law shall not come into force and effect until May 18th, 2014.

Read a first, second and third time and passed in Open Council on the day of , 2014.

Jim Whelan, Mayor

Connie Parent, Clerk

The Corporation of the Township of North Kawartha
 Box 550, 280 Burleigh Street
 Apsley, Ontario
 K0L 1A0
 Phone # 705-656-4445 Fax #705-656-4446



Schedule "A" - Sewage Systems Fees Effective June 1, 2014

Service	Type	Fee
Sewage System Permits	Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$680.00
	Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$950.00
	Permit for Class 4 Sewage System Tank Replacement Only	\$340.00
	Permit for bed replacement or repair only	\$340.00
	Permit for Class 5 Sewage System (Holding Tank)	\$680.00
	Permit for Class 2 (leach pit) or Class 3 (cesspool) system	\$340.00
	*Change of Use Permit	Existing System Inspection/Review (Sewage System Permit for change of use or building addition)
Rezoning or minor variance	Rezoning or minor variance comments requiring a site visit	\$225.00
Severance or Subdivision Comments	First lot.....	\$225.00
	Each additional lot.....	\$125.00
Copies	Copies of archived permits	\$25.00
File Search	File Search, copies and letter	\$100.00

***Note: If application for a sewage system permit is required, 80% of this fee will be applied.**

The Corporation of The Township of North Kawartha

Schedule "B" to By-Law #2014-

Respecting Refund of Permit Fee

- A. The fees that may be refunded shall be a percentage of the fees payable under this By-law, as follows:
- i. 80 percent if administrative functions only have been performed
 - ii. There shall be no refunds of permit fees once a building permit has been issued.

Re-Inspection Fees

Re-inspection fees may be charged at the rate of \$100.00 per inspection for any inspection in addition to the 3 mandatory inspections/site visits under the permit issuance and construction inspection process.

Schedule “C”

Application

Form 1 – Application for Existing Sewage System Inspection/Review

Application for a Permit to Construct or Demolish

The Corporation of the Township of North Kawartha
 Box 550, 280 Burleigh Street
 Apsley, Ontario
 K0L 1A0
 Phone # 705-656-4445 Fax #705-656-4446



Form 1 - Application for Existing Sewage System Inspection/Review, fee \$225.00

Owner Information

Name: _____ Telephone: (H) _____ (W) _____

Mailing Address: _____

Postal Code: _____ Name of Agent: _____ Telephone: _____

Property Description

911 Number: _____ Lot: _____ Concession: _____

Township/Ward: _____ Roll Number: _____

Lot Dimensions:

Frontage: _____ Depth: _____ Area: _____

Existing Sewage System Information

Indicate Type: Septic Tank/Leaching Bed [] Holding Tank [] Other _____

Do you possess records respecting your existing sewage disposal system?

Yes [] If "yes", attach copies of the records or provide permit number _____

No [] If "no", state year that: (1) sewage system installed: _____
 (2) premises built: _____
 (3) property owners when installed: _____

Reason for Application

Addition [], Alteration [], or Change in Use [], Other [] _____

Proposal		
Existing	Proposed	Total on Completion
Square Footage _____	Square Footage _____	Square Footage _____
Bedrooms _____	Bedrooms _____	Bedrooms _____
Toilets _____	Toilets _____	Toilets _____
Bathtubs and/or Showers _____	Bathtubs and/or Showers _____	Bathtubs and/or Showers _____
Kitchen Sink _____	Kitchen Sink _____	Kitchen Sink _____
Washbasins _____	Washbasins _____	Washbasins _____
Dishwashers _____	Dishwashers _____	Dishwashers _____
Clothes Washers _____	Clothes Washers _____	Clothes Washers _____
Laundry Tubs _____	Laundry Tubs _____	Laundry Tubs _____
Garage/Outbuildings _____	Garage/Outbuildings _____	Garage/Outbuildings _____
Other _____	Other _____	Other _____

Lot Diagram and Sewage System Plan (Refer to Procedure for an Application for Sewage System Permit)

Please attach site plan which includes:

- a) Show lot lines, lot dimensions, all structures and proposed additions.
- b) Indicate exact location of the existing septic tank and leaching bed, including their horizontal distance to any buildings or structures (proposed or existing).

Attention Applicant or Agent

Personal information contained on this form is collected pursuant to the Ontario Building Code Act, 1992 as amended, and will be used for the purpose of considering your application for a permit

I certify that the information contained on this application form is complete and correct to the best of my knowledge.

 Signature (Owner/Agent)

 Date

Application for a Permit to Construct or Demolish

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:

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				
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (if applicable)	
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	
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.				<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): _____					
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 <i>Building Code</i> (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	
				<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	
I. Declaration of applicant					
I _____ declare that: (print name)					
<ul style="list-style-type: none"> ▪ The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. ▪ If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. 					
Date			Signature of applicant		

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	
a. 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 ()	
b. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<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			
c. Declaration of Designer			
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: 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.

- 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?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	
		<input type="checkbox"/> 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:			
I _____ declare that:			
(print name)			
<input type="checkbox"/> 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;			
<u>OR</u>			
<input type="checkbox"/> 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.			
I certify that:			
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.			
_____		_____	
Date		Signature of applicant	

The Corporation of the Township of North Kawartha
 Box 550, 280 Burleigh Street
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 K0L 1A0
 Phone # 705-656-4445 Fax #705-656-4446



Form 2 – Soil & Water Table Information - (Minimum depth of test pits: 5 feet for 1.5 metres)

Date: _____ **Test Pit – Sub-surface conditions encountered**

Existing grade	Depth (m)	Applicant's Use		Inspector's Use	
		Soil Type	"T" Time	Soil Type	"T" Time
Rock & G.W.T.	- 0 -				
	- 0.25 -				
	- 0.50 -				
	- 0.75 -				
	- 1.00 -				
	- 1.25 -				
	- 1.50 -				

Legend: (Elevations based on existing grade) (Note: proposed revised grades must be noted on site plan)

- BR – be BR – bedrock or impervious soil (min 0.9 metres to bottom of stone)
- m – metres
- GWT – ground water table
- EG – existing grade Note: proposed grade (PG) if applicable
- HGWT – high ground water table (min 0.9 metres to bottom of stone)
- T – percolation rate (min/cm)

Sewage System Design Criteria (Based on above details):

Sewage System minimum raised height above grade -
 1.5m – GWT or bedrock depth = Minimum raised height of bed _____ = _____ (raised height of system)

Water Supply (Proposed or Existing):

Municipal Dug Well Shallow or Sand Pt. Other Specify _____

Inspectors Report:

Date and time of Inspection:	Leaching Bed Design Criteria Depth to rock/impervious soil _____metres
Weather:	Design HGWT 1.5M - ____ (HGWT encountered) = ____metres
Representing Owner:	Site to be scarified ____yes ____no
Design "T" _____ min/cm	Sub-grade inspection ____yes ____no
Percolation test required ____yes ____no	Loading area (Mantle) ____yest ____no
Grain size analysis required ____yes ____no	Inspected and Recommended by:

The Corporation of the Township of North Kawartha
 Box 550, 280 Burleigh Street
 Apsley, Ontario
 K0L 1A0
 Phone # 705-656-4445 Fax #705-656-4446



OnSite Sewage System – Form 3 – Design Criteria

Plumbing Specifications – For All Buildings To Be Serviced By The Proposed Sewage System

Fixtures	# Existing	+ #New(Proposed)	= Total per	Units =	Fixture Count	Office use
Bathtub/Shower		+	= 1.5	=		
Shower stall		+	= 1.5	=		
Wash basin		+	= 1.5	=		
Toilet		+	= 4	=		
Bidet		+	= 1	=		
Kitchen sink - single or double		+	= 1.5	=		
Bar sink		+	= 1.5	=		
Washing machine		+	= 1.5	=		
Urinal		+	= 2	=		
Other		+	=	=		
Total Fixture Units (addition of fixture count column)				=		
Buildings to be serviced by system	Existing		Additional		Totals	Office use
Floor Area (not including basement)	m ²		m ²		m ²	
Bedrooms (number)						

Totals Calculated Flow Rate (see Design Flow Chart)

Bedrooms _____ → _____ L/day
 # Fixture Units (FU) _____ → _____ L/day
 Floor Area _____ → _____ L/day
 Total Daily Sewage Flow Q = _____ L/day (Flow to be used for design)

Proposal to Construct Sewage System

- Class 2 Leaching Pit – (200 L./fixture unit (pressurized) cannot exceed 1,000 L./day)**
 Side wall loading rate (litres/day/sq.m.) = 400/T Lr – 400/ _____ = _____ sq. m. of sidewall
 Design details: _____
- Class 4 Sewage System**—septic tank and/or leaching bed-filter or trench bed (see next page)
- Tertiary Treat Unit-BMEC approval & literature (specs for unit) must be submitted with application.** Make/Model _____ Flow Rate _____ L./day
 Alarm _____ (mech. systems) Raised Height _____ metres Stone Area _____ m²
 Sand Area _____ m²
- Class 5 Holding Tank – Requirements: Audio/Visual Alarm & 3” venting**
 Q x 7 = x7 = _____ L Tank Size Proposed _____ L

Municipal Approval ____ Pump Out Contract ____ (approval and contract required prior to submission)

The Corporation of the Township of North Kawartha
 Box 550, 280 Burleigh Street
 Apsley, Ontario
 K0L 1A0
 Phone # 705-656-4445 Fax #705-656-4446



On Site Sewage System

Form 4 – Proposal to Construct Class 4 Sewage System

- Septic Tank (Qx2.5 if Residential with Garburator) Use Existing_____ New CSA Standard_____**
 Residential Occupancy Qx2=_____x2=_____ litres
 Non-Residential (Commercial) Qx3=_____x3=_____ litres
 Proposed Working Capacity _____ litres (min. 3600L)
- Treatment Unit (specify)_____ Operating Capacity_____ litres/day**

Class 4F Filter Bed

If Q is 3000 litres or less $Q \div 75 = \quad + 75 = \quad$ Sq. Metres

If Q is more than 3000 litres $Q \div 50 = \quad + 50 = \quad$ Sq. M. + 2 pods of _____ Sq. M.

If Treatment Unit $Q \div \quad = \quad + \quad = \quad$ Sq. Metres

Extended Contact Area $\frac{Q}{850} \times T \times \frac{1}{850} = \quad$ Sq. Metre Contact Area
 (Base of Filter)

Proposal: # of Pods _____ Filter Bed Area _____ m² Contact Area _____ m² Raised Height _____ m

Class 4 Trench Bed

Absorption trench (* + 300 if treatment unit)

T-time (percolation rate of soil used for calculation.) Native Imported Raised height m.

$Q \times T \div 200^* = \quad \times \quad \div 200^* = \quad$ m. \div no. of runs = **m. per run**

Class 4 Loading Rates – Area requirements (required for all Class 4 sewage systems)
 Percolation Time of Existing (in-situ)Soils Formula and Calculation of Loading Area Req'd

If "T" is: 1 < 20.....Use: $\frac{Q}{10} = \frac{\quad}{10} = \quad$ m²

If "T" is: 20 – 35.....Use: $\frac{Q}{8} = \frac{\quad}{8} = \quad$ m²

If "T" is: 35 ~ 50.....Use: $\frac{Q}{6} = \frac{\quad}{6} = \quad$ m²

If "T" is: > 50.....Use: $\frac{Q}{4} = \frac{\quad}{4} = \quad$ m²

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Declaration – Authorized Agents

I, _____, am the owner of the property for which this permit is to
(Please print)
apply. I do hereby grant authorization to _____ to act on my behalf in
(Please print)
to this regard application.

Owners Signature _____ Date _____

Please Print In Ink

I, _____, the undersigned, hereby acknowledge and agree to the following:

3.1.19.1 Clearance to Building

- 1) Where a building is to be constructed in proximity to existing above ground electrical conductors of voltage not less than 2.5 kV and not more than 46 kV,
 - a) The building shall not be located beneath the conductors and
 - b) The horizontal distance between the building and the conductors shall not be less than 3 m. (9 ft. 10 in.)
- 2) Where a building is to be constructed in proximity to existing above ground electrical conductors of a voltage more than 46 kV, the clearances between the building and the conductors shall conform to the requirements of CAN/CSA-C22.3 No. 1, "Overhead Systems".

There are no Right of Ways or Easements (either Registered or Unregistered on title) on this property for which the application pertains.

This building permit may be revoked if work is not commenced within six (6) months or if there is a lapse in construction for a period of twelve (12) months.

I will be solely responsible for giving at least five municipal working days notice for the purpose of having inspections carried out pursuant to inspection requirements listed on the posted building permit and further acknowledge that failure to give required inspection notice can result in having to uncover uninspected work and/or penalties as set out in the Building Code Act.

No changes in plans will be made without written approval from the Chief Building Official and/or Inspector.

The information set out in this application is accurate and correct.

Date _____ Signature _____

The Corporation of The Township of North Kawartha

Schedule "D" to By-Law #2014-

Required Plans/Drawings

The **Site Plan** is the most important part of the application. The **Site Plan** provides an aerial view of the property. This could be a survey or drawing as long as it is accurate and to scale. The site plan must be large enough and clear enough to be legible but shall not exceed a paper size of 11x17".

The site plan shall include the following:

- Overall property layout, indicating property lines
- The legal description, lot size, property dimensions
- The location and voltage of hydro electric transmission lines of above ground electrical conductors
- The location of clearances (setbacks) located both on the property and in proximity to the property, as described in column 1 of Tables 8.2.1.5, 8.2.1.6A or 8.2.1.6C of the Building Code, which includes structures, as well with a water tight casing to a depth of 6 m., other well, lake, pond, reservoir, river, spring not used as a source of potable water, stream and property line
- Existing and finished ground levels or grades or identification of site topography
- The location of existing or proposed buildings
- Existing rights-of-way, easements and municipal services, utility corridors
- The location of any existing or proposed sewage system
- The location of any unsuitable, disturbed or compacted areas, proposed access routes for system maintenance
- Setbacks from driveway
- North arrow

The Corporation of The Township of North Kawartha

Schedule "E" to By-Law #2014-

Notice and Inspections

In accordance with Division C, Section 1.3.5.1 Prescribed Notices of the Ontario Building Code, the person to whom a permit has been issued under Section 8 of the Act shall notify the Chief Building Official of:

- Readiness to construct the sewage system
- Substantial completion of the sewage system before the commencement of backfilling
- Substantial completion of site grading.
- Additional inspections as may be deemed necessary by the Chief Building Official such as additional site preparation prior to readiness to construct

In accordance with Division C, Section 1.3.5.3 inspections as noted above shall be performed no later than five (5) days after receipt of notice.