



SEWAGE SYSTEM VERIFICATION GUIDELINE

A Septic Verification Permit shall be submitted where a proposed development will reduce the performance level. A proper assessment by a Qualified Designer shall be conducted to ensure the existing sewage system is of adequate size and condition to serve the building appropriately.

RESIDENTIAL DWELLING UNIT

In accordance with Ontario Building Code Div B 11.4.2.5 (3), the performance level is reduced where proposed construction will either:

- a) increase the number of bedrooms in the dwelling unit,
- b) exceeds 15% of the finished floor area of the dwelling unit, OR
- c) adds new plumbing fixtures to the dwelling unit,

And therefore resulting in a total daily design sanitary sewage flow exceeding the capacity of any component of a sewage system serving the dwelling unit.

NON-RESIDENTIAL

Refer to Ontario Building Code Div B 11.4.2.5 (1)(2) & (4) for effects on performance level.

A complete Septic Verification Application package shall include:

Description	Required	Submission Status	Comments
Schedule 1	✓		
Municipal Form 5: Sewage System Verification	✓		Enclosed
Qualified Designer's Assessment	✓		Designer to assess existing system's adequacy for size, condition and clearances. Include existing septic record with application
Concept Plans	✓		Provide floor plans of existing and proposed (hand drawn is acceptable for verification only)
Administrative Fee \$112.00	✓		As per Fees & Charges By-law

NOTE: Any upgrade or replacement of an existing sewage system requires a full sewage permit INCLUDING the Qualified Designer's Assessment (Phase II & Calculations)



Municipal Form 5: Sewage System Verification

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 (One form per individual)

Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	
Phone number	E-mail		

C. Declaration of Designer

I _____ declare that the submitted documentation
(print name)
pertaining to the above noted property is in conformance with Part 8 Division B of the Ontario Building Code based on a site evaluation that;

1. The existing septic system is of adequate size to support the proposed construction based on calculations provided with this application and proposed floor plans,
2. The sewage system serving the building is in good operating condition and functioning as designed after conducting a comprehensive evaluation.

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: _____

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: _____

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: _____

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

The Township of Oro-Medonte assumes no responsibility regarding the proposed sewage system verification and maintenance/operation of the sewage system mentioned in this document. It is the sole responsibility of the owner to maintain their sewage system in accordance with Division B 8.9.3 of the Ontario Building Code.

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.