

# Application for a Permit to Construct or Demolish – Holding Tank

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: _____ (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 <sup>2</sup> )	
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
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )		Cell number (    )

<b>E. Builder (optional)</b>				
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 ( )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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.			<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
<b>I. Declaration of applicant</b>				
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.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax number (     )	Cell number (     )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<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			
<b>D. Declaration of Designer</b>			
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:**

1. 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.
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

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
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)
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="margin-left: 100px;">(print name)</p> <p><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;</p> <p><u>OR</u></p> <p><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.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> <span>Date</span> <span>Signature of applicant</span> </p>			

**INFORMATION FOR SEPTIC PERMIT**  
Ontario Building Code Part 8 Program

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

MUNICIPAL ADDRESS OF PROPOSED SYSTEM: \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTRACTOR/INSTALLER/HAULER: \_\_\_\_\_

LOT #: \_\_\_\_\_

PART LOT #: \_\_\_\_\_

CONC. #: \_\_\_\_\_

PLAN #: \_\_\_\_\_

ROLL #: \_\_\_\_\_

New Construction

Repair/Alteration

Niagara Escarpment File #: \_\_\_\_\_

Other: \_\_\_\_\_

1. Lot Dimensions: \_\_\_\_\_

Lot Area: \_\_\_\_\_

2. Use of Building: *Existing*: \_\_\_\_\_

After Construction: \_\_\_\_\_

3. Total No. of Dwelling Units in Building: Existing: \_\_\_\_\_

After Construction: \_\_\_\_\_

4. Finished Floor Area of Building: Existing: \_\_\_\_\_

After Construction: \_\_\_\_\_

5. Number of Bedrooms: Existing: \_\_\_\_\_

After Construction: \_\_\_\_\_

6. Municipal Sewers Available on Street? \_\_\_\_\_ Municipal Water Available on Street? \_\_\_\_\_

7. Indicate Water Supply:  Municipal  Well  Cistern

8. Indicate number of plumbing fixture units within building served by sewage system: \_\_\_\_\_

9. Total daily design sanitary sewage flow \_\_\_\_\_ litres/day

10. Site Evaluation

Prepared by: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Depth to Bedrock/Hardpan: \_\_\_\_\_ Depth to Zone of Soil Saturation (water table): \_\_\_\_\_

Description of Native Soil: \_\_\_\_\_ Soil Permeability Test: \_\_\_\_\_

11. Description of sewage system: \_\_\_\_\_

Class 4:

- In ground Leaching Bed
- Raising Leaching Bed
- Other

- Filter Bed
- Tertiary System
- BMEC Authorization Included

Class 5:

- Holding Tank

12. Description of Treatment Unit(s): \_\_\_\_\_

Septic Tank – Manufacturer and Model: \_\_\_\_\_

Other – Manufacturer and Model: \_\_\_\_\_

13. Description of Pump:      Head: \_\_\_\_\_ Run: \_\_\_\_\_ HP: \_\_\_\_\_

14. Description of Holding Tank/Alarms: \_\_\_\_\_

Copy of agreement with hauler provided

**HOLDING TANK CALCULATIONS**

TOTAL DAILY DESIGN SANITARY SEWAGE FLOW				
Size	=	Q X 2		
	=	___ X 2	=	_____ Litres
Non-Residential	=	___ X 3	=	_____ Litres
Use of Existing Tank: <input type="checkbox"/> Yes <input type="checkbox"/> No	New C.S.A. Standard: <input type="checkbox"/> Yes <input type="checkbox"/> No	Treatment Unit Other than Septic Tank: <input type="checkbox"/> Yes <input type="checkbox"/> No	Working Capacity:  Litres	
Pump Required: <input type="checkbox"/> Yes <input type="checkbox"/> No				

**CLASS 5 – HOLDING TANK**

*Minimum 7 day holding retention for residential  
Pump Out Contract must be provided (District Approval Required)*

Concrete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Polyethylene: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Size (Litres): Q X 7 =	Alarm is Audio: <input type="checkbox"/> Yes <input type="checkbox"/> No	And Visual: <input type="checkbox"/> Yes <input type="checkbox"/> No

**NOTE: IN NO CASE SHALL THE HOLDING TANK SIZE BE LESS THAN 9,000 LITRES**

## **SEWAGE SYSTEM DESIGN – SITE PLAN**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/Town/Twp) (Postal Code)

Designer: \_\_\_\_\_

- Outline property with all dimensions – include setbacks from existing/proposed dwelling and bed area, property line, all structures, wells and cisterns (including neighbours), water courses/wetland areas.
- Include details of sewage system (dimensions of bed/mantle, tank location(s), pump chamber).
- Include cross-section design for raised systems – indicate existing grade, depth of material.
- Indicate existing or proposed driveways, easements, right-of-ways, drainage patterns.
- Measurements must be in metric (not to scale).

### **Three Stages of Inspections Required:**

- 1) Prior to construction, grading and scarifying before addition of fill.
- 2) Inspection of fill prior to backfilling (proof of approved fill material to be submitted).
- 3) Final grading – filter bed systems require topsoil on top and sides and bed to be sodded/seeded prior to issuance of Use Permit.

**ANY CHANGES TO APPROVED DESIGNS MUST BE REVIEWED AND APPROVED BY THE NIAGARA REGION PUBLIC WORKS DEPARTMENT PRIOR TO CONSTRUCTION.**

**HOLDING TANKS WASTE PUMP OUT CONTRACT AGREEMENT**  
Ontario Building Code Part 8 Program

**Contract Agreement Between:**

**Name:** \_\_\_\_\_  
(Owner/Occupant)

**Mailing Address:** \_\_\_\_\_  
(Street Address) (City/Town/Twp) (Postal Code)

**Name:** \_\_\_\_\_  
(Contractor)

**Address:** \_\_\_\_\_  
(Street Address) (City/Town/Twp) (Postal Code)

**RE: SERVICING HOLDING TANK**

**Located at:** \_\_\_\_\_  
(Street Address) (Lot/Plan/Concession) (City/Town/Twp) (Postal Code)

**CONTRACTOR AGREES:**

- 1) To pump out this holding tank at reasonable intervals so that over filling of tank will be prevented during the period of \_\_\_\_\_ to \_\_\_\_\_ each calendar year.
- 2) To ensure that holding tank is equipped with a visible or other adequate warning device signifying when tank is \_\_\_\_\_ full.
- 3) Pump out opening is suitably sized, capped and equipped with a locking device.
- 4) That all material pumped from holding tank must be disposed of at one of the approved sewage treatment plants operated by the Regional Municipality of Niagara or a site for which a Certificate of Approval has been secured.

**OWNER OR OCCUPANT AGREES:**

- 1) To restrict use of waste facilities in so far as is practical to facilitate a systematic servicing by contractors and help eliminate emergency calls.
- 2) To provide a reasonably adequate access to the holding tank for the contractor's equipment during agreement period.
- 3) That no one but the above-named contractor or his agent will pump out this tank during the life of this agreement.

**Copies of this agreement must be deposited with:**

- Municipality wherein the holding tank is located;
- Niagara Region Water & Wastewater Services Division; and
- Niagara Region Public Works Department

The Municipality, Niagara Region's Public Works Department and Water & Wastewater Services Division must be notified directly of any impending termination of this agreement or change of contractors.

\_\_\_\_\_  
(Signature – Owner/Occupant)

\_\_\_\_\_  
(Date - dd/mm/yr)

\_\_\_\_\_  
(Signature – Contractor)

\_\_\_\_\_  
(Date - dd/mm/yr)