

These are general guidelines only and more information may be required on a case by case basis

When is a building permit required?

- When installing a new or replacement septic system
- When replacing a septic tank or making alterations to the filter bed

Required Documents for Building Permit Application

- Fully completed application form, including required schedules (one for designer one for installer)
- If the installer is acting as the designer, Schedule 1 is to be completed by the installer.
- 1 complete set of construction drawings
- Septic system calculations as per PART 8 of the Ontario Building Code (OBC)
- Owner Authorization form if applicant is not property owner
- Geotechnical engineer soils report with Soil Classification and “T-Time”
- Required designer stamp: Professional Engineer or BCIN with an on-site sewage system installer qualification (as applicable)

All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only

Construction Drawings Requirements:

Site Plan Drawing, showing:

- i. Property lines
- ii. Building layout on property including swimming pool, if applicable
- iii. Location of well
- iv. Location of proposed septic system and its components including distances to existing structures, property lines, drilled or dug wells, and trees
- v. Dimensions of distribution bed, stone, filter sand (if applicable), mantle sand (if applicable).
- vi. Location of Septic Tank and size, and any other treatment units (if applicable)

Cross Section Drawing, showing:

- vii. Number and spacing of distribution pipe.
- viii. Depths and layers of sand being proposed.
- ix. Stone layer and thickness
- x. Location of bedrock or high water table (if applicable)

Cross Section (fill material, depth of different materials used)

Timeline for Applications

Once a **complete** building permit application is submitted, the permit will be reviewed within 10 business days.

Where to apply for a building permit?

Please submit your complete application and permit documents on our e-Permitting software,

Cloudpermit 

For more information please visit:

<https://www.get.on.ca/living-here/building-permits-and-inspections>

Cost of building permit

Please see Schedule “A” of By-Law 13/2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

Questions?

Contact the Building Department for assistance at building@get.on.ca

(Note: Once a Building Permit application has been submitted into Cloudpermit, question can be asked directly to The Building Department through the ‘workspace’ within Cloudpermit.)

Grand River Conservation Authority

Is your property under the GRCA’s regulated area? Property owners are encouraged to check their property at www.grandriver.ca before applying for a building permit; additional permission from the GRCA may be required for you proposed construction.

CALL BEFORE YOU DIG – IT’S THE LAW!

Planting a tree, building a deck or a fence? Contact ON1Call first to get a locate so you can dig safely. Remember, you are liable for any damage or injury caused by interfering with buried infrastructure. Request your free locate online or call 1-800-400-2255, open 24 hours a day, 7 days a week!

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