



Development Services – Building & Septic Division
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Residential Sewage System Permit Construction Projects

The forms listed on this application guide represent the most common required forms and may not represent all required forms relating to your project. Review of your application submission may result in a requirement for further documentation. All forms, guides and applications can be obtained by emailing the Septic team at septicpermits@kawarthalakes.ca.

A “Sewage System Permit to Install” is permission to begin construction. **It is against the law to begin construction of a sewage system without having a valid permit.**

Email your completed submission package to septicpermits@kawarthalakes.ca or you can drop off in-person to one of the Building & Septic Division offices.

Once your application package has been received you will be invoiced with the appropriate fee relating to your project. A list of fees can be found on our *Permit Fees Page*.

Mandatory forms for each application (all forms listed below can be found in the “package” of forms you will receive from our team):

- Applicable Law Checklist
- Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information and Schedule 2 – Sewage System Installer Information)
- Proposed Sewage System Design (3 pages)
- Topographical Diagram
- Side View Diagram
- Owner Authorization Form

Application for a Sewage System Permit Checklist – this form will accompany the above package of forms, but is not required to be submitted. This form is not required to be submitted, it is to assist you in keeping track of all the required documents as you complete your package.

Applicable Law Checklist – Complete the Applicable Law Checklist, if you are subject to any of the Applicable Law listed, contact them for an approval/permit prior to submitting your application for sewage system package.

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information and Schedule 2 – Sewage System Installer Information) – Complete and sign.

- Schedule 1 – Designer Information is filled out by the person who designs and takes responsibility for the sewage system proposal submitted for review. This is generally your sewage system contractor.
- Schedule 2 – Sewage System Installer Information is filled out by the owner/applicant with the information of the company installing the sewage system.

Proposed Sewage System Design (3 pages) – Complete all relevant fields that apply to your proposed system. These are the specifications relating to the design being proposed. This portion of the application package is usually completed by your designer.

Topographical Diagram – This drawing is your entire lot, showing all structures, location of water supply, location of proposed sewage system components, as well as detailed dimensions and measurements to all of those items as they relate to each other and property lines. The checklist at the top of the page is there to provide guidance to what is required in the drawing.

Side View Diagram – This drawing is a cross section of your proposed sewage system. The checklist at the top of the page is there to provide guidance to what is required in the drawing.

Owner Authorization Form – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

[Other Information that may be required in addition to the mandatory forms listed above:](#)

Construction Plans – Construction Plans may be required for applications where further detail is required to determine if the proposal is code compliant. These plans most often include Floor Plans and Elevation Plans. The Septic Inspector will request this information when required. In many instances these designs may be sketched by the homeowner.

Confirmation of Building Permit Application – If your sewage system application package relates to a proposed building construction project you are required to file that associated permit application as well or your septic application package will be temporarily put on hold until one is received. Please see our *Building Permits and Guides Page* for more information.

Residential Sewage System Review Approval Applications

A “Sewage System Review Approval” is permission to begin a building construction project where it does not require you to modify your existing sewage system.

Email your completed submission package to septicpermits@kawarthalakes.ca or you can drop off in-person to one of the Building & Septic Division offices.

Once your application package has been received you will be invoiced with the appropriate fee relating to your project. A list of fees can be found on our *Permit Fees Page*.

Mandatory forms for each application (all forms listed below can be found in the “package” of forms you will receive from our team):

- Application for a Sewage System Review for Renovations, Additions or Additional Buildings
- Lot Diagram
- Floor Plans (where applicable)
- Owner Authorization Form (where applicable)

Application for a Sewage System Review for Renovations, Additions or Additional Buildings - Complete all relevant fields that apply to your proposed building renovation/addition. These are the specifications relating to the existing and proposed conditions in all your structures.

Lot Diagram - This drawing is your entire lot, showing all structures, location of water supply, location of sewage system components, as well as measurements to all of those items as they relate to each other and property lines.

Floor Plans (where applicable) - Floor Plans are required for most applications and these designs may be sketched by the homeowner. However, if you are planning a building construction project and have received professional designs for that project, submit a copy of those plans here.

Owner Authorization Form – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Resources

Other approvals you may require and which must be satisfied prior to obtaining a sewage system permit:

Conservation Approval: for construction within a regulated area

Please contact the appropriate Conservation Authority for your property. To determine which authority your property is located in visit <http://www.camaps.ca/>.

Ministry of Transportation: approval for properties located with a Provincial highway corridor. To determine if your project is required to obtain an MTO permit visit their mapping page at <https://www.hcms.mto.gov.on.ca/PermitsControlledArea>.

Hydro One: for construction within Hydro Easements crossing property boundaries please visit the Hydro One Working Safely At Home page <https://www.hydroone.com/residential-services/working-safely-at-home>.

Zoning requirements: Zoning by-laws specify the uses permitted within particular areas. A sewage system permit cannot be issued if the proposed construction will contravene the applicable zoning by-law.

For more information, please contact the Planning Division at Tel: 705-324-9411 ext. 1231 or email at planningadmin@kawarthalakes.ca

Designer/Installer requirements: If you employ a qualified sewage system designer or sewage system installer, they must possess a valid and current BCIN registration number with the Ministry of Municipal Affairs and Housing. Alternatively, the design can be prepared by a licensed Professional Engineer.

Qualified designers with BCIN registration numbers can be verified at <https://www.quarts.mah.gov.on.ca/BCINSearchWeb/search.html>

Ontario One Call – Call Before You Dig: a one stop shop for all utility locates required prior to digging anywhere in Ontario. 1-800-400-2255 or online at www.ontarioonecall.ca/homeowners/