



Township of  
**Leeds** and the  
**Thousand Islands**

# Class 2 - Grey Water

## Sewage System Application And Information Guide

### **Municipal Office**

1233 Prince Street  
P.O. Box 280  
Lansdowne, Ontario  
K0E 1L0  
Phone: 613-659-2415  
[www.leeds1000islands.ca](http://www.leeds1000islands.ca)

### **Office Hours**

Mon – Fri 9:00 am – 4:30 pm

### **Inspections**

[buildinginspections@  
townshipleeds.on.ca](mailto:buildinginspections@townshipleeds.on.ca)

### **General Inquiries and Application Submissions**

Building Assistant  
Ext. 206  
[buildingassistant@  
townshipleeds.on.ca](mailto:buildingassistant@townshipleeds.on.ca)

### **Building Code Inquires**

Chief Building Official  
Ext. 210  
[cbo@townshipleeds.on.ca](mailto:cbo@townshipleeds.on.ca)

## Class 2 – Grey Water Application Checklist

### Items Required for a Complete Class 2 Application Submission

- ☐ Completed Application
- ☐ Copy of Deed (if not registered owner on file)
- ☐ Owner/Authorized Agent Responsibility Form
- ☐ Agent Authorization Form (required if the property owner is not submitting the application)
- ☐ Plot Plan (sample attached). A plot plan may be hand drawn but it must be clear and drawn to scale. It must demonstrate the location of the proposed grey water system in relation to property lines, other structures, waterbodies, existing wells or proposed wells, as well as existing wells on neighbouring properties.
- ☐ Class 2 Leaching Pit Worksheet (attached)
- ☐ Sewage System Design Criteria (attached)
- ☐ Well Record Verification Form (attached)
- ☐ Approvals from these agencies may be required prior to the issuance of a building permit. Agencies include:

| Agency and Contact Information                                                                                                                                                       | Permit Requirement                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Cataraqui Region Conservation Authority<br>613-546-4228<br><a href="https://cataraquiconservation.ca/pages/planning-staff">https://cataraquiconservation.ca/pages/planning-staff</a> | Development is within a regulated area of a waterbody, watercourse, wetland, etc. |
| St Lawrence Parks Commission<br>613-543-3704                                                                                                                                         | Proximity to the 1000 Islands Parkway                                             |
| Ministry of Transportation – Eastern Region (MTO)<br><a href="https://www.hcmts.mto.gov.on.ca/">https://www.hcmts.mto.gov.on.ca/</a>                                                 | Proximity to a Provincial Highway                                                 |

- ☐ Payment of the applicable administration fees. Forms of payment taken at the Office are cash, cheque or debit only. Credit cards are not accepted.
  - Grey Water Permit Fee = \$850

## **Forms Required at Pre-Backfill Inspection**

- ☐ Filter Sand Affidavit (attached)

### **Important Notes**

- For sewage systems over 10,000L approval from the Ministry of Environment, Conservation and Parks is required.
- If the application for a sewage system is being submitted on a vacant lot and/or prior to submission of a building permit application for a dwelling, the following will be required:
  - o An approved entrance permit from the applicable road authority. Private lanes are exempt from this requirement.
  - o A civic address is required to be assigned to the property prior to the issuance of a building permit. If one has not been assigned, then the owner/authorized agent will be responsible for completing the civic address application form and paying all associated fees. The blade/post must be installed prior to work commencing. A civic address will be issued once an approved entrance permit from the applicable road authority has been provided.

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

| For use by Principal Authority                                                                                                |                                  |                                |                            |                    |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------|----------------------------|--------------------|
| Application number:                                                                                                           |                                  | Permit number (if different):  |                            |                    |
| Date received:                                                                                                                |                                  | Roll number:                   |                            |                    |
| Application submitted to: _____<br>(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                                                                                                     |                                  |                                |                            |                    |
| New construction                                                                                                              | Addition to an existing building | Alteration/repair              | Demolition                 | Conditional Permit |
| Proposed use of building                                                                                                      |                                  | Current use of building        |                            |                    |
| Description of proposed work                                                                                                  |                                  |                                |                            |                    |
| C. Applicant                                                                                                                  |                                  |                                |                            |                    |
| Applicant is: Owner or 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 (if known)</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. New home construction licensing requirement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |            |             |                                            |
| i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.                                                                                                                                                                                                                                                                                                                                                                                                                     |             |            | Yes         | No                                         |
| ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |            | Yes         | No                                         |
| iii. If yes to (ii) provide licence 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).<br>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. |             |            | Yes         | 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> .                                                                                                                                                                                                                                                                                                                                                             |             |            | Yes         | 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.                                                                                                                                                                                                         |             |            | Yes         | No                                         |
| iv) The proposed building, construction or demolition will not contravene any applicable law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |            | Yes         | No                                         |
| <b>I. Declaration of applicant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |            |             |                                            |
| <p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>                                                                                                              |             |            |             |                                            |

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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

## Applicable Law Requirements

### J. Email Authorization

- ☐ All contacts with email addresses provided in this application have agreed to their email addresses being added to the Municipality's Contact List.

### K. Heritage Designation (for alterations, repair, renovation, demolition projects only)

Has this property been designated under the Ontario Heritage Act? ☐ Yes ☐ No

### L. Agricultural Operation – New or Expansion of a Livestock Facility

Is this application for a ☐ new or ☐ expanded livestock facility? ☐ Yes ☐ No

If yes, have you provided the Minimum Distance Separation Calculation or Nutrient Management Plan? ☐ Yes ☐ No

### M. Agency Approvals

**Cataraqui Region Conservation Authority** approval required if construction is within the regulatory boundary defined by the CRCA. ☐ Yes ☐ No

**St. Lawrence Parks Commission** approval required if the construction is within 150 feet of, or fronts or backs onto, the 1000 Islands Parkway. ☐ Yes ☐ No

**Ministry of Transportation** approval required if construction is within the MTO area of control. ☐ Yes ☐ No

**Leeds, Grenville and Lanark District Health Unit** approval is required if the new proposal relates to food services. ☐ Yes ☐ No

**Other Agency** Indicate Agency: \_\_\_\_\_ ☐ Yes ☐ No

### N. Entrance Permit Approval

An approved Entrance Permit from the applicable road authority is required to be submitted with the application for any property that is vacant and being developed or if a new entrance is proposed to access the new construction. This does not include private lanes. ☐ Yes ☐ No

### O. Civic Address Approval – Required prior to the Issuance of a Building Permit

Does this property have a civic address? If no, please contact staff for an application form. ☐ Yes ☐ No

Does this property have a blue civic address blade installed on the property? If no, one must be purchased upon the issuance of the building permit. Installation of the blade/post on site is required prior to the first inspection. ☐ Yes ☐ No

### P. Owner's Authorization

I, \_\_\_\_\_ am the owner of the land that is subject to this application for a building permit and I authorize \_\_\_\_\_ to make this application on my behalf.

Date: \_\_\_\_\_ Signature of Owner(s): \_\_\_\_\_

### \*\*Important Information\*\*

**The Municipality notifies the following agencies concerning the approval of your building permit:**

- Municipal Property Assessment Corporation
- Statistics Canada
- Leeds, Grenville and Lanark District Health Unit
- Canada Mortgage and Housing

**It is your responsibility to notify the following agencies concerning the approval of your building permit and obtain all required permits from their office prior to starting construction.**

- Tarion New Home Warranty (New Dwellings)
- Electrical Safety Authority (All project involving electrical)
- Ministry of Labour (projects valued \$50,000 and greater)

**\*\* Failure to submit any of the required information may result in the application being returned. \*\***

### Records of Site Condition O.Reg. 153/04

When a property is being proposed for a more sensitive land use than its current or most recent use then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change.

Please indicate ('x') if the lands in respect of which the building permit application is made have been used for any of the following uses:

| X | Potentially Contaminating Activity                                                    | X | Potentially Contaminating Activity                                                                                                                   |
|---|---------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Acid and Alkali Manufacturing, Processing and Bulk Storage                            |   | Importation of Fill Material of Unknown Quality                                                                                                      |
|   | Adhesives and Resins Manufacturing, Processing and Bulk Storage                       |   | Ink Manufacturing, Processing and Bulk Storage                                                                                                       |
|   | Airstrips and Hangars Operation                                                       |   | Iron and Steel Manufacturing and Processing                                                                                                          |
|   | Antifreeze and De-icing Manufacturing and Bulk Storage                                |   | Metal Treatment, Coating, Plating and Finishing                                                                                                      |
|   | Asphalt and Bitumen Manufacturing                                                     |   | Metal Fabrication                                                                                                                                    |
|   | Battery Manufacturing, Recycling and Bulk Storage                                     |   | Mining, Smelting and Refining; Ore Processing; Tailings Storage                                                                                      |
|   | Boat Manufacturing                                                                    |   | Oil Production                                                                                                                                       |
|   | Chemical Manufacturing, Processing and Bulk Storage                                   |   | Operation of Dry Cleaning Equipment (where chemicals are used)                                                                                       |
|   | Coal Gasification                                                                     |   | Ordnance Use                                                                                                                                         |
|   | Commercial Autobody Shops                                                             |   | Paints Manufacturing, Processing and Bulk Storage                                                                                                    |
|   | Commercial Trucking and Container Terminals                                           |   | Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications           |
|   | Concrete, Cement and Lime Manufacturing                                               |   | Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage                                                                           |
|   | Cosmetics Manufacturing, Processing and Bulk Storage                                  |   | Pharmaceutical Manufacturing and Processing                                                                                                          |
|   | Crude Oil Refining, Processing and Bulk Storage                                       |   | Plastics (including Fibreglass) Manufacturing and Processing                                                                                         |
|   | Discharge of Brine related to oil and gas production                                  |   | Port Activities, including Operation and Maintenance of Wharves and Docks                                                                            |
|   | Drum and Barrel and Tank Reconditioning and Recycling                                 |   | Pulp, Paper and Paperboard Manufacturing and Processing                                                                                              |
|   | Dye Manufacturing, Processing and Bulk Storage                                        |   | Rail Yards, Tracks and Spurs                                                                                                                         |
|   | Electricity Generation, Transformation and Power Stations                             |   | Rubber Manufacturing and Processing                                                                                                                  |
|   | Electronic and Computer Equipment Manufacturing                                       |   | Salt Manufacturing, Processing and Bulk Storage                                                                                                      |
|   | Explosives and Ammunition Manufacturing, Production and Bulk Storage                  |   | Salvage Yard, including automobile wrecking                                                                                                          |
|   | Explosives and Firing Range                                                           |   | Soap and Detergent Manufacturing, Processing and Bulk Storage                                                                                        |
|   | Fertilizer Manufacturing, Processing and Bulk Storage                                 |   | Solvent Manufacturing, Processing and Bulk Storage                                                                                                   |
|   | Fire Retardant Manufacturing, Processing and Bulk Storage                             |   | Storage, maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems                               |
|   | Fire Training                                                                         |   | Tannery                                                                                                                                              |
|   | Flocculants Manufacturing, Processing and Bulk Storage                                |   | Textile Manufacturing and Processing                                                                                                                 |
|   | Foam and Expanded Foam Manufacturing and Processing                                   |   | Transformer Manufacturing, Processing and Use                                                                                                        |
|   | Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles |   | Treatment of Sewage equal to or greater than 10,000 litres per day                                                                                   |
|   | Gasoline and Associated Products Storage in Fixed Tanks                               |   | Vehicles and Associated Parts Manufacturing                                                                                                          |
|   | Glass Manufacturing                                                                   |   | Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners |
|   |                                                                                       |   | Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products                                                      |

## 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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div> |                               |                                |                          |          |

**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 Professional Engineers 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |                                                                  |          |
| Yes (Continue to Section C)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             | No (Continue to Section E)                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             | 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="text-align: center;">(print name)</p> <p>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>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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of applicant</p> </div> </div> |             |                                                                  |          |

## Plot Plan

**\*\*Required for all new construction and demolitions\*\***

All structures and buildings in the Municipality must conform to the Township's Zoning By-Law as it is applicable law. In order to ensure that the proposed structure is in compliance with the Zoning By-Law, a complete plot plan with the following information is required for review:

### Plot Plan Check List - Property Information

|                                                                                      |                                                                                            |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Dimensions of the property                                  | <input type="checkbox"/> Dimensions and area of existing and proposed structures           |
| <input type="checkbox"/> Location of existing or proposed septic system and well     | <input type="checkbox"/> Height of the proposed structure                                  |
| <input type="checkbox"/> Approximate location of all natural and artificial features | <input type="checkbox"/> Name of any road/private right-of-way within or abutting property |

### From the nearest point of the new construction:

|                                                                         |                                                                          |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Setbacks to centerline of adjacent roads       | <input type="checkbox"/> Distance to the high water mark (if applicable) |
| <input type="checkbox"/> Distance to the edge of adjacent right-of-ways | <input type="checkbox"/> Distance to all property lines                  |
|                                                                         | <input type="checkbox"/> Distance from accessory structure to main use   |

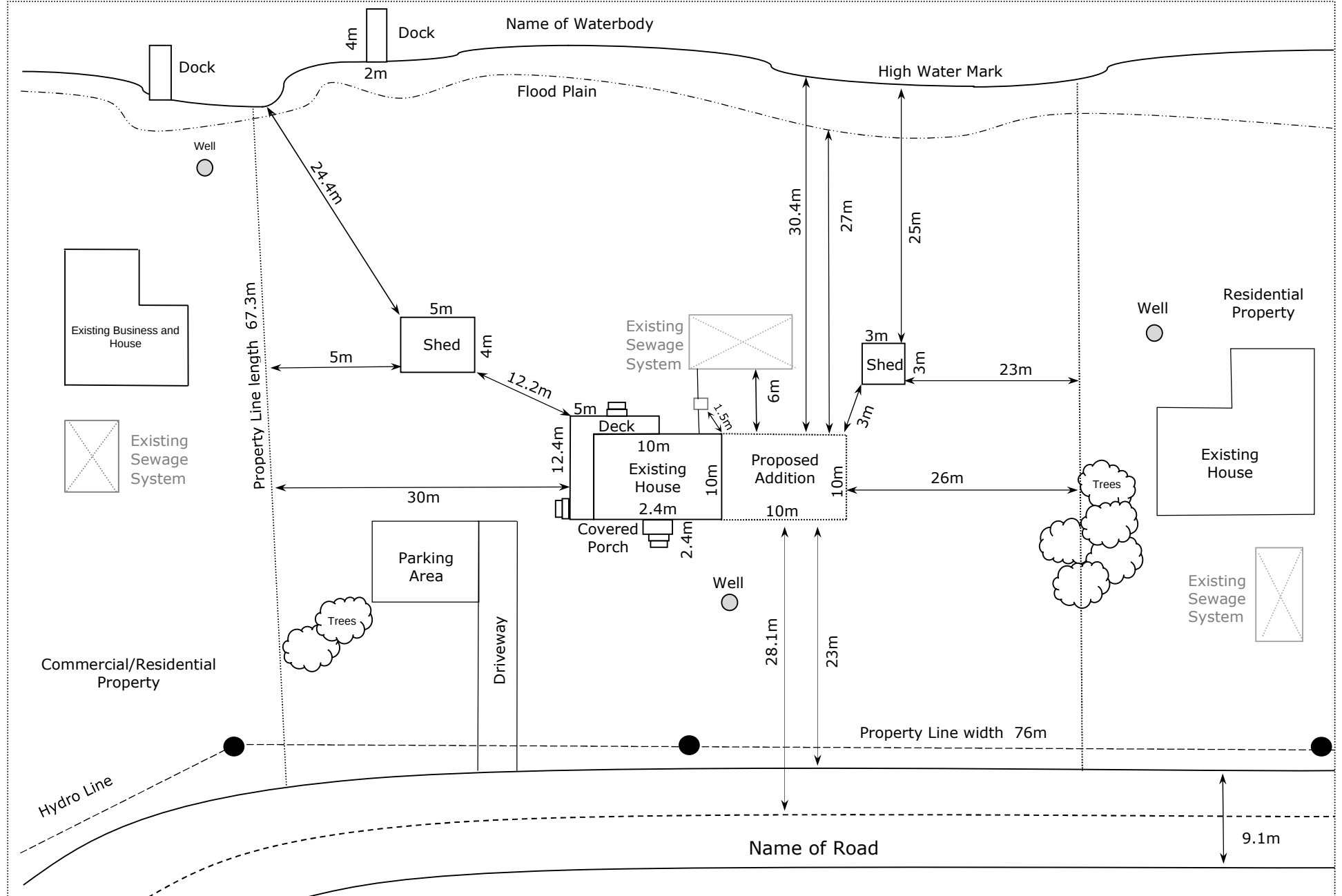
☐ Check here if the Plot Plan is on a separate piece of paper and is attached to this application.

New Construction is to be a minimum of ☐ 5 ft from septic tank ☐ 17 ft from tile bed  
☐ 16 ft from hydro lines. Please Indicate the distances on the plot plan.

Address of Property:

Owner:

## Sample Plot Plan





## Owner/Authorized Agent Responsibilities

### Project Location and Contact Information:

Property Owner(s): \_\_\_\_\_

Authorized Agent(s): \_\_\_\_\_

Property Roll Number: \_\_\_\_\_

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

Project: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Declaration

To the Township of Leeds and the Thousand Islands:

I declare that I am the: ☐ owner  
☐ authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge:

- That the issuance of a building permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, sewage systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the Township of Leeds and the Thousand Islands Zoning By-Law;
- The owner(s) are obligated to arrange for the inspections indicated on the permit placard issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit placard;
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code; and
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** The Ontario Building Code Act requires that requests for inspections are made a minimum of two regular business days in advance of the regular business day upon which the inspection is needed.



Township of  
**Leeds** and the  
**Thousand Islands**

Township of Leeds and the Thousand Islands  
1233 Prince St, PO Box 280  
Lansdowne, ON K0E 1L0  
Phone: 613-659-2415

## **Authorization for an Application for a Sewage System Permit by a Person other than the Legal Owner**

I, \_\_\_\_\_, being the legal owner of:

Property Roll Number: \_\_\_\_\_

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

authorize:

Authorized Agent(s): \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

to apply for a Sewage System Permit and associated site inspection on my behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Personal information contained on this form is collected under the authority of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.



## Sewage System Design Criteria

| Number Of:               | Bedrooms/Units<br>/Sleeping Cabins | People | Floor *<br>Area (m2) | Fixture<br>Units |
|--------------------------|------------------------------------|--------|----------------------|------------------|
| Proposed                 |                                    |        |                      |                  |
| Existing (if applicable) |                                    |        |                      |                  |
| TOTAL                    |                                    |        |                      |                  |

### Water Supply:

- ☐ Proposed      ☐ Existing  
☐ Dug or Bored Well  
☐ Drilled Well    Casing Depth: \_\_\_\_\_  
☐ Water Treatment Units  
☐ Other: \_\_\_\_\_

### \*Walk out Basement?

- ☐ Yes      ☐ No

If yes, finished floor area of house includes 50% of floor space of walk-out basement.

### Fixture Unit Count (Please complete the following table:)

| Description of Fixtures          | Total # | X<br>(Multiply) | Fixture<br>Units | Total |
|----------------------------------|---------|-----------------|------------------|-------|
| Bathroom (3 or 4 piece bathroom) |         | x               |                  |       |
| Water Closet (tank toilet)       |         | x               |                  |       |
| Each Sink                        |         | x               |                  |       |
| Bathtub or Shower                |         | x               |                  |       |
| Dishwasher                       |         | x               |                  |       |
| Clothes Washing Machine          |         | x               |                  |       |
| Single or Double Laundry Tub     |         | x               |                  |       |
| Other                            |         | x               |                  |       |
| Total                            |         |                 |                  |       |

### Subsurface Soil Condition - To Be completed by Owner/Agent/Designer

Three test locations are required. Depth in metres to bedrock, water table and description of soil type are to be shown for each soil profile.

|       |       |       |
|-------|-------|-------|
| 0.3 - | 0.3 - | 0.3 - |
| 0.6 - | 0.6 - | 0.6 - |
| 0.9 - | 0.9 - | 0.9 - |
| 1.2 - | 1.2 - | 1.2 - |
| 1.5 - | 1.5 - | 1.5 - |

**Design Percolation Rate** .....min/cm    ☐ Native Soil    ☐ Imported

The percolation rate shall be determined by either percolation tests (using the highest percolation time from the three tests) or by classifying the soil according to the Unified Soil Classification System.

| Leaching Bed Profile                      | Leaching Bed Design Calculations |
|-------------------------------------------|----------------------------------|
| <hr/> Water Table/Bedrock/Impervious Soil |                                  |

| Working Capacity of<br>Septic/Holding Tank<br>(Litres) | Tertiary Treatment if<br>Applicable | Length of Distribution Pipe<br>(Metres) |
|--------------------------------------------------------|-------------------------------------|-----------------------------------------|
|                                                        |                                     |                                         |



Permit #

## Site Plan

Provide the following information:

- a) Location of sewage system components (e.g., tanks, leaching bed). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbors), existing on-site sewage systems, driveways, property lines, lakes, rivers, water courses, swimming pools.
- b) Lot dimensions, topographic features (e.g., swamps, steep slopes) near system.



## Class 2 Leaching Pit Worksheet

If water under pressure = 200L per fixture unit

If water NOT under pressure = 125L per fixture unit

Q (Daily Flow) = (# of fixture units) X 200L (or 125L) = ? L

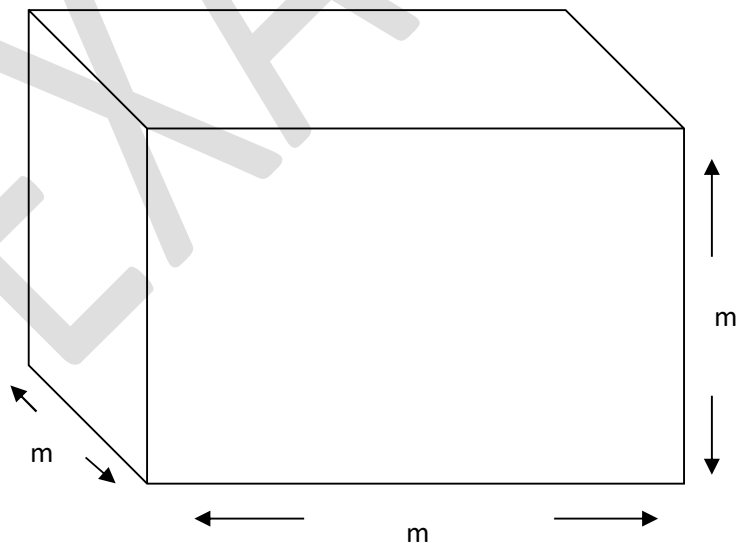
T (Percolation Rate) = min/cm

LR (Loading Rate) =  $400/T$   
=  $400/$ \_\_\_\_  
= \_\_\_\_ L/day/m<sup>2</sup>

Total Side Wall Area =  $Q/LR$   
= \_\_\_\_ / \_\_\_\_  
= \_\_\_\_ m<sup>2</sup>

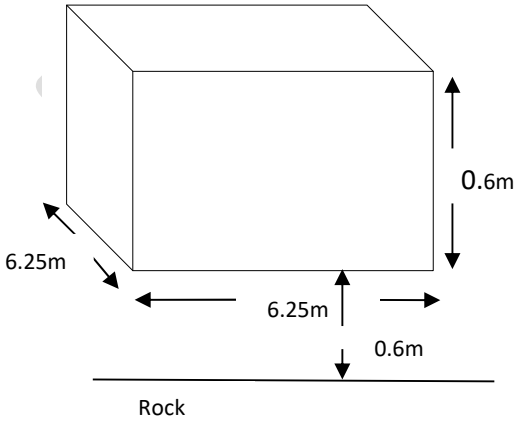
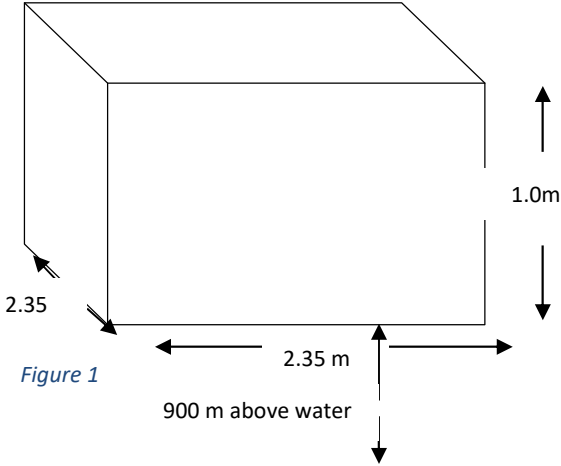
Area of Each Wall = Total side Wall Area / 4 = \_\_\_\_ m<sup>2</sup>

Side Wall Pit Measurements



## Class 2 Leaching Pit Worksheet (Cont'd)

### Sandy Loam Soil (Example Only)

| Example "A"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Example "B"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Total Fixture Units = 3</p> <p>If water under pressure = 200L per fixture unit<br/> <math>Q = 3 \times 200\text{L} = 600\text{ L}</math></p> <p>T = Percolation rate of soil, LR = Loading rate<br/> <math>T = 10\text{ min/cm}</math><br/> <math>LR = 400 / T</math><br/> <math>= 400 / 10</math><br/> <math>= 40\text{L /day/m}^2</math></p> <p>Side Wall Area = <math>Q / LR</math><br/> <math>= 600 / 40</math><br/> <math>= 15\text{ m}^2</math></p> <p><math>15 / 0.6\text{m} = 25\text{ metres perimeter} \div 4</math><br/> side walls = 6.25m</p> <p>Side Wall Pit Measurements (using a side wall depth of 0.6m)</p>  | <p>Total Fixture Units = 2</p> <p>If water NOT under pressure = 125L per fixture unit<br/> <math>Q = 2 \times 125\text{ L} = 250\text{ L}</math></p> <p>T = 15 min / cm<br/> <math>LR = 400 / T</math><br/> <math>= 400 / 15</math><br/> <math>= 26.6\text{ L/day/m}^2</math></p> <p>Side Wall Area = <math>Q / LR</math><br/> <math>= 250 / 26.6</math><br/> <math>= 9.40\text{ m}^2</math></p> <p><math>9.40 / 1\text{m} = 9.39\text{ m} \div 4 = 2.35\text{ m}</math><br/> side walls (using a side wall depth of 1 m)</p>  |



See Permit: \_\_\_\_\_

## Well Record Verification Form

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

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

Property Roll Number: \_\_\_\_\_

I verify that I am the owner of the above noted property and that there are \_\_\_\_\_ well(s) located on this property.

### Location of Well(s):

- ☐ I do not know the exact location of my well(s).
- ☐ My well(s) are located on the diagram below with separation distances to buildings and property lines as shown:

**Construction Type of Well(s):**

☐ I do not know the type of construction of my well(s).

☐ My well(s) is/are constructed as:

☐ Drilled with a steel casing depth to \_\_\_\_\_ metres.

☐ Dug or bored well

☐ Other \_\_\_\_\_

A copy of the well record(s) is/are attached.    ☐ Yes    ☐ No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Filter Medium Affidavit – Class 2  
Sewage Disposal System**

Name of Filter Medium **Supplied:** \_\_\_\_\_

I, (We) certify that the Filter Medium for the installation of a Class 2  
Sewage Disposal System conforms to the requirements of Ont. Regulation  
350/06 Section 8.7.5.3(3) under the Building Code Act of Ontario and has  
been supplied to: \_\_\_\_\_ for the

(Installer/Contractor)

installation of a filter bed under Permit Number: \_\_\_\_\_

(Sewage System Permit Number)

The filter medium shall be clean sand comprised of particles ranging in  
size between the limits of:

- a) an effective size of 0.25 millimetres with a uniformity coefficient  
not less than 3.5,
- b) an effective size of 2.5 millimetres with a uniformity coefficient  
not greater than 1.5, and
- c) having a uniformity coefficient not greater than 4.5

Signed: \_\_\_\_\_  
(Pit Owner/Operator)

Date: \_\_\_\_\_  
(day/month/year)

Affidavit developed by: \_\_\_\_\_