

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

When is a building permit required?

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

Required Documents for Building Permit Application

- Fully completed application form, including required schedules (one for designer one for installer)
- Comprehensive site plan
- **2 sets** of construction drawings** produced to a recognizable standard scale, **1 set** of which is required to be an **electronic copy** (PDF only)
- Owner Authorization form, if applicant is not property owner
- Geotechnical engineer soils report (with the given “T-Time”)
- Required designer stamp: Professional Engineer or BCIN with an on-site sewage system installer qualification (as applicable)

** If hand drawn, plans cannot be submitted on paper greater than 11”x17”

Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- i. Property lines
- ii. Building layout on property including swimming pool, if applicable
- iii. Location of well
- iv. Location of proposed septic system including distances to existing structures, property lines, drilled or dug wells, and trees

Construction Drawings Requirements

Plan view including:

- i. Distribution bed
- ii. Septic storage tank
- iii. Distribution pipe spacing
- iv. Mantle (if applicable)

Sections

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

Timeline for Applications

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

Where to apply for a building permit?

Bring your complete building permit application to the Guelph-Eramosa Township office located at 8348 Wellington Road 124. Office hours are Monday – Friday, 8.30am – 4.30pm.

Cost of building permit

The cost of the building permit for a complete septic system is a flat fee of \$520.00. The fee for a tank replacement is \$230.00. We accept cash, cheque, and debit as methods of payment.

Questions?

Contact the Building Department Administrative Assistant for assistance:

Jenni Spies

Phone: 519.856.9596 X 114

Email: jspies@get.on.ca

Grand River Conservation Authority

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

CALL BEFORE YOU DIG – IT'S THE LAW!

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

Township of Guelph Eramosa

8348 Wellington Road 124 • Box 700 • Rockwood, ON • N0B 2K0

Phone: (519) 856-9596 • Fax: (519) 856-2240

PLUMBING / SEWAGE SYSTEM PLAN CHECK

GENERAL INFORMATION										
Building Location:					Owner / Builder:					
Purpose of the Work										
Reviewed By:					Review Date:					
Type of Project					PRIVATE SEPTIC SYSTEM					
Building Occupancy					Building Area					
Other					Number of Bedrooms					
					Total Number of Fixture Units					
NUMBER OF FIIXTURES					SITE EVALUATION					
		Base-Ment	1 st Floor	2 nd Floor	3 rd Floor	Soil Percolation Rate		T=		
					Depth of Water Table/ Bed Rock					
Water Closets (4.0 F.U.)					Soil Evaluation Submitted		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Urinals (2.0 F.U.)					Professional Design Req.		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Wash Basins (1.5 F.U.)					System Type					
Bath /Tubs (1.5 F.U.)										
Whirlpool (2.0 F.U.)										
Showers (1.5 F.U.)										
Kitchen Sink (1.5 F.U.)										
Triple Sink (2.0 F.U.)										
Laundry Tub (1.5 F.U.)					SYSTEM SPECIFICATIONS					
Dish Washer (3.0 F.U.)					Total Daily Flow					
Cloths Washer (1.5 F.U.)					Tank Capacity					
Garbage Grinder (3.0 F.U.)					Tile Length					
Floor Drain (3.0 F.U.)					Size of Mantle					
Hot Water Tank					BED SPECIFICATIONS					
Water Softener					WATER SUPPLY					
Sewage Ejector					Well Type					
Other										
TOTAL FIXTURE UNITS										
TOTAL FIXTURES										
OTHER REQUIREMENTS					MUNICIPAL SERVICE CONNECTIONS					
DWV Pipe							Size	Fee	Frontage Charge	
<input type="checkbox"/>	Grease/Oil Interceptor	<input type="checkbox"/>	Fire Stop Devices		Sanitary Sewer			(fee based on size)		
<input type="checkbox"/>	Property Isolation	<input type="checkbox"/>	Backflow Prevention		Storm Sewer					
Other					Water Service					
					Fire Service					
COMMENTS:										