

Installing a Septic System: a guide



Township of Adjala-Tosorontio

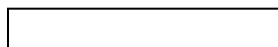
7855 Sideroad 30, Alliston, Ontario L9R 1V1

Phone: 705-434-5055 Fax: 705-434-5501

Website: www.adjtos.ca

Township of Adjala-Tosorontio contacts for this project may include:

Department	Extension	E-mail
Building Department	222	building@adjtos.ca



Septic Installation, a guide

Notes:

1. This Guide is intended to help you prepare the necessary information to submit a septic permit application
2. Although every attempt has been made to provide accurate information at the time of printing, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used in lieu of current Municipal By-laws or the current edition of the Ontario Building Code, as amended.

Updated: August 11, 2020

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Part 1: General Information to help you get started

1. Approval – **in writing** – is required from the Township of Adjala-Tosorontio for the following septic projects:
 - Installation of a private sewage system (new or replacement)
 - Repairs/Modifications/upgrades to an existing sewage system
 - Any works that may affect an existing sewage system
 - Any works that may require a sewage system
2. Septic systems must be installed by the owner or an installer who is currently licensed by the Ministry of Municipal Affairs and Housing.
3. If you are installing a Treatment Unit septic system, please note that a **renewable** maintenance contract is required for all treatment unit systems.

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Part 2: Permit Submission

1. [What do I need to obtain a permit?](#)

You will need to provide the following forms and support documents with your application:

a) Forms

Septic permit application (use 'Application for a Permit to Construct or Demolish') all pages.

b) Support Documents

- Copy of deed (or proof of ownership if property has been recently transferred)
- Letter of authorization (if someone other than the property owner applies for the permit)
- Site Plan (**2 copies**) (Show proposed installation location including all dimensions in relation to the proposed septic, e.g. from the septic system to property lines **and** existing and proposed structures on the property. _____)
- Include future projects such as a garage, storage building, deck, pool or hot tub) and identify the proposed locations for these structures on your drawing.
- Soils analysis, which is to be performed by qualified lab to determine soils percolation rate.
- Confirmation that two test holes 6 feet (1.83m) deep, sloped or stepped on one side, **within** the proposed leaching bed area, are ready to be inspected. Test holes shall be protected and marked for visibility until after they have been inspected. Once inspected by Township staff, test holes should be backfilled. This inspection can be done prior to issuance of a permit.

Part 3: Permit Fees

1. How much will the permit cost?

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the current Building By-law. Plumbing and septic fees are also assigned from this By-Law. The Fee Schedule is on the last few pages of the Building By-law document. This includes flat fees related to septic .

Depending on the building project, other fees that may apply include, but are not limited to entrance permit fees, development charges, water and sewer levies, lot grade deposits, re-inspection fees, etc. **Currently, all permit and permit related fees are due and payable when the building permit is issued.**

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Part 4: Inspections

1. What type of inspections will be required for my project?

- a) Septic Base Inspection for filter or raised beds (site is graded and scarified but before any fill is added).
- b) Septic Grades Inspection (installation complete, all components installed and visible for inspection prior to backfilling). **Please note that “As Constructed” drawings are required, at or before this inspection, which are to remain on site available for use by the inspector on-site.**
- c) Septic Final (installation completed, backfilled and graded with swales and topsoil and sod in place or, topsoil in place with seed established).

NOTE: Under no circumstances may an installation be covered prior to the required inspections being undertaken.

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Part 5: Sample Documents

1. Letter of Authorization
2. General Site Plan showing minimum setback requirements

Note: A sample of a septic design has not been included with this project. Please speak to a qualified septic designer to assist with this part of your project.

Township of Adjala-Tosorontio – **SAMPLE LETTER OF AUTHORIZATION**

Property Owner Name(s)

123 Anywhere Street, Adjala, Ontario XXX XXX

March 8, XXXX

Township of Adjala-Tosorontio
Building Services Department
7855 Sideroad 30
Alliston, Ontario
L9R 1V1

Re: Building permit application for the installation of a new septic system

This letter authorizes [Contractor Name and/or Company name] to apply for septic permit and to install the septic system at the above address.

Should you have any questions, please do not hesitate to contact us at 705-XXX-XXXX.

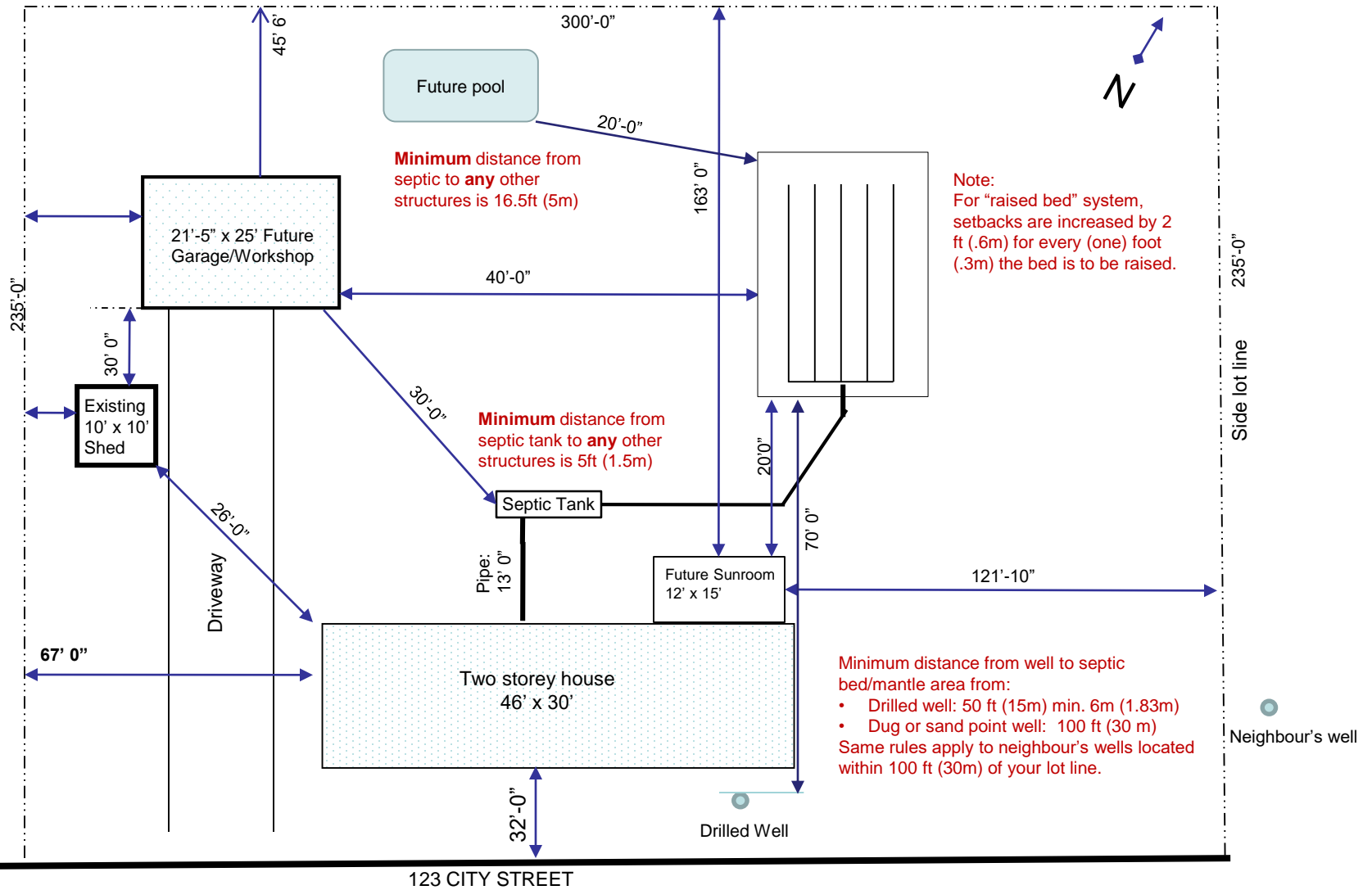
Thank you.

Sincerely,

Owner (s) signatures

Property Owner Name(s)
Registered Property Owners

Township of Adjala-Tosorontio – SAMPLE SITE PLAN



Designer name
 Designer address
 Designer contact information

Project: SEPTIC REPLACEMENT
Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN
Date Designed: March 8, XXXX **Scale:** NOT TO SCALE