



Building Services – Policy	
Subject: Dwellings on Private Sewage	Policy No. BS19-004
Effective Date: August 29, 2022	Replaces: None
Approved by: Jacob Forget	Type of Policy: Internal & External

Scope

This document outlines the criteria when applying for a Building Permit, as well as the associated review, inspection and approval protocols for dwellings on private sewage disposal systems.

What is a Private Sewage Disposal System?

A private sewage disposal system is a sewage system or a sewage works that is not owned and operated by the Crown, a municipality or an organization acceptable to the Director responsible for issuing an environmental compliance approval required under section 53 of the Ontario Water Resources Act.

Application

The requirements below apply to all new construction, additions and renovations to dwellings that are on a private sewage disposal system.

Submission Requirements - New construction

1. Each storey must have a floor plan and each room must be labelled.
2. Documentation from South Nation River Conservation Authority (SNC) to be provided:
 - a. Valid septic permit
 - b. Septic design plan
 - c. Residential sewage design flow calculation

Submission Requirements - Renovations & Additions

1. Each new or existing storey must have a floor plan and each room must be labelled.
2. Except as permitted by item 3., documentation from SNC to be provided:
 - a. Renovation clearance disclaimer / compliant sign off from CBO
 - b. Renovation review
 - c. Plumbing Count
3. Except as permitted by item 4., a renovation clearance from SNC is not required if all of the following are met:
 - a. No increase in the number of bedrooms
 - b. The addition is less than 15% of the finished area

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- c. No new plumbing fixtures are being added
 - d. No change of use
4. Where the existing floor plan at the time when the septic system was installed cannot be confirmed or there is a possibility that the dwelling was renovated without a building permit, item 2. is to be provided.

Plans Examination

The plans examiner will review the details of the sewage system permit and confirm that the information indicated on the permit and design flow calculation coincide with what has been proposed. Where a room is labelled as an office, the plans examiner will clearly indicate that the room cannot have a smoke alarm nor can it have a closet.

Future Bedroom(s)

Where the plans indicate future bedroom(s) and were accounted for in the septic design, the plans examiner must clearly indicate on the plans that the bedrooms are not part of this permit and a future permit must be obtained. Alternatively, the designer can remove those bedrooms from the plans.

Where the plans indicate future bedroom(s) and was not accounted for in the septic design system, the plans examiner must clearly indicate that the septic does not account for this bedroom(s) and that it is not part of the approved permit.

Where the proposed plans indicate an additional bedroom(s) not accounted for in the sewage system, the plans examiner will consider this a permit denial and will require the applicant to amend their plans or amend their septic permit to reflect what is being proposed.

Inspection Requirements

Any smoke alarms installed in an office must be removed and either drywalled or have an electrical box cover. Where a closet has been installed in an office, the doors must be removed. The inspector is to document this in their inspection report.

Changes to Floor Layout after Permit Issuance

Where rooms are being labelled differently as per the approved plans and will have an impact on the sewage design, the applicant must provide an updated floor plan and obtain approval from Building Services (BS) after providing the amended permit from SNC. Any plan amendment is subject to additional fees. In the event that this is noticed during the construction phase, the inspector is to advise the applicant in writing as soon as possible. There may be a time where the impact of continuing such construction without approval from BS and SNC may be too grave and as such the inspector should not be inspecting the area of concern until the matter is resolved.



Basement underground rough-in's

Where the proposed plans indicate a basement rough-in i.e., future washroom, the plans examiner must first verify if the septic design has accommodated these plumbing fixtures. If they have been accounted for, the rough-in may be constructed however, the plans examiner must clearly indicate on the plans that a future permit will be required to complete the washroom. In the event that the septic design has not been designed to accommodate plumbing fixtures in the basement, the plans examiner will advise the permit applicant of this matter. No rough-in's will be permitted unless the septic has accommodated these into its design. A septic permit amendment will be required prior to the release of the permit if there are any changes in the plumbing fixtures before permit issuance.

Additional plumbing fixtures after permit issuance

Where additional plumbing fixture(s) were added and were not part of the approved plans nor accounted for in the septic design, a septic permit amendment that included those additional fixtures shall be required. In the event that a septic permit amendment cannot be obtained, the additional fixture(s) shall be removed or decommissioned.