

Building Department

Permit Information and Application

In order to allow us to process your application as quickly as possible, please follow the instructions on this form as they apply to your application when applying for a permit:

1. When filling out an application form:
 - a. Fill in your name, contractor's name, draftsman's name, along with each complete address and telephone number.
 - b. Indicate what type of permit you are requesting. Example: new dwelling, addition, demolition, garage, deck, fence, pool or industrial building etc.
 - c. Complete a site plan, showing the location of your construction on the lot; indicate distance to all property lines plus any drains, septic systems and wells on your property.
 - d. A lot grading plan where required must be prepared by a qualified person
 - e. An up to date, foundation survey (by an O.L.S.) is required before proceeding past foundation stage of any new home or major use building in a residential/commercial use zoned area or as noted on the building permit .
 - f. Answer all questions as completely as possible
 - g. Sign and date application form

2. Submit two sets of construction drawings. These shall include site plan, structure plan, floor plans, typical wall sections, elevation plans, mechanical plans, site plans shall include easements, right of ways, septic, and underground services, plus drains where applicable. One set of plans will be returned to the applicant as a site copy.

3. If building a new home be sure to include the contractors "Tarion" (O.N.H.W) warranty number and builder's registration number.

4. Make sure you have proper approvals and permits
Example: - Zoning by-laws
 - Ontario Hydro or Middlesex Power
 - Ausable Bayfield Conservation Authority (flood & fill control)
 - Road access, Ministry of Transportation of Ontario, or Municipality of North Middlesex

5. Other application forms you may be required to complete include: sewer connection, septic. Lot development charges etc. may be applicable.

6. Any small changes or revisions of plans shall be made in ink on both sets of plans and initialled by the owner/applicant.

7. Where an architect or professional engineer has been retained, the design and field reviews shall be carried out by them, where required by the Building Code and reports submitted to the Chief Building Official.

8. Ministry of Labour and Fire Marshall's approval – Building plans shall be stamped by them where applicable.
 9. All project valued over \$50,000 shall be registered with the Ontario Ministry of Labour.
 10. Damage to any municipal property (i.e. sidewalks, boulevards, roads, etc.) shall be repaired to municipal standards and policies at owner's expense.
- *Allow a minimum of 10 working days for the building department to process your building permit. Site plan approval will require additional time.*
 - *Call for inspections as listed on your building permit.*
 - *List of different agencies you may have to contact are shown on the third and fourth page of this form.*
 - *No construction shall commence until a permit has been obtained and paid for from the Building Department. Under By-law 12 of 2010 section 6 (d) where someone commences construction without a permit, that person or corporation shall pay an additional fee equal to 100% of the permit fee, but in no case shall the additional fee exceed \$2,000.*

Vic Stellingwerff
Chief Building Official
Municipal Law Enforcement Official
519-294-6244 ext. 229

Schedule 2: Sewage System Installer Information

A. Registered Owner:		Name:	
Owner Full Address:			Tel:
Project Site Address (If different from above):			Cell:
Project Site Roll No. : 39-54-			Lot
			Con.
B. Sewage system installer			
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 2.18.1.1?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
C. Registered installer information (where answer to B is "Yes")			
Name			Tel:
Street address			Cell:
Municipality	Postal code	BCIN	E-mail
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<div style="text-align: right;">_____ declare that:</div> <div style="text-align: center;">(print name)</div> <p><input type="checkbox"/> 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><input type="checkbox"/> 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"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable). <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 65%; border-top: 1px solid black; text-align: center;">Signature of applicant</div> </div>			

Sewage System Design Criteria

Bedrooms:	Fixtures Count:
Percolation Rate:	Living Area: m ³ (round to nearest 10 m ³)

- Determine the amount of sewage that is generated by your house in one day by checking off the number of bedrooms in your house.

Baseflow: _____	Litres
_____ 1 Bedroom	750L
_____ 2 Bedrooms	1100L
_____ 3 Bedrooms	1600L
_____ 4 Bedrooms	2000L
_____ 5 Bedrooms	2500L
_____ For each additional bedroom add	+500L

- Determine the number of plumbing fixtures (fixture units) that are in your house by filling out the sheet attached and transfer the number into the following table.

Baseflow: _____ L No. of fixture units: _____ Living area: _____ m²

- If you have additional flow, that is your living area is more than 200 m² or your fixture count is more than 20 units, then additional flow has to be added to your baseflow.

Additional Flows:	
A) Fixture Units (greater than 20): _____ -20 units = _____ x 50L/day = _____ L/day	
B) Living Area (greater than 200 m ²) 1. _____ -200m ² = _____ ÷ 10 = _____ units over 200m ²	
2. _____ units over 200m ² x _____ L/day = _____ L/day	
-each 10m ² over 200m ² up to 400m ²	you multiply the # of units over 200m ² by 100 L/day
-each 10m ² over 400m ² up to 600m ²	you multiply the # of units over 400m ² by 75 L/day
-each 10m ² over 600m ²	you multiply the # of units over 600m ² by 50 L/day

- Determine the Sewage System Design Flow (Q) for your house. This is done by taking the baseflow from step #2 and adding any additional flow (the greater of A (fixture units) or B (living area) calculated in step #3.

<p>Sewage System Design Flow (Q) = Baseflow + (greater of A or B)</p> <p style="text-align: center;">= (_____ L/day) + (_____ L/day)</p> <p style="text-align: center;">= _____ L/day</p>

5. Determine the minimum required septic tank volume in litres. For residential buildings, the volume of the tank is calculated by multiplying the Sewage System Design Flow (Q) from step #4 by 2 and for non-residential buildings, multiplying by 3. This is due to the fact that your septic tank must have a retention /storage time of 2 days for residential and 3 days for non-residential to allow for settling and separation of the different components of sewage. In addition, your tank cannot be less than 3600L (800 gallons) in size; therefore, if you determine that you require a tank that is less than 3600L, you must round up.

Minimum Required Septic Tank Volume (Litres):	
Volume =	Sewage System Design Flow (Q) x 2 (or 3 for non-residential)
Volume =	(_____ Litres / day) x 2 (or 3 for non-residential)
Volume =	_____ Litres (This number should be rounded up to the nearest 10)

6. Determine the percolation time of the soil on your property in the proposed location of the leaching bed (completed as per directions given in Appendix to OBC 2009).

1. Percolation Tests

Test hole # 1: T = _____ min / cm

Test hole # 2: T = _____ min / cm

Test hole # 3: T = _____ min / cm

Date completed: _____

Slowest hole: T = _____ min / cm *****

OR

2. Unified Soil Classification System (USCS)

Subsoil description based upon USCS: _____

- Attach Soil Grading Curve (Sieve Analysis) completed by an accredited soil lab or consultant.

Estimated T = _____ min / cm *****

7. A test pit must be dug in the location of the area of the proposed sewage envelope so that soil stratigraphy (include evidence of high groundwater table) can be determined. The test pit is to be 5 to 6 feet deep, dug by a backhoe or equivalent. The following table must be completed.

Example:

0.3 m topsoil	
1.2 m silty sand	
0.9 m Huron Clay Loam	
Bedrock	

8. Determine the minimum required length of distribution tile in meters. The sewage System Design Flow (Q) determined in step #4 is multiplied by the percolation time of the soil (min/cm). This answer is divided by a set number depending on what type of system is being installed. This will give you the amount of tile that you require in meters.

Minimum Required Tile Length (meters):
Tile Length (L) = Sewage System Design Flow (Q) x Percolation (T) i. a or b
$= (\text{_____ L/day} \times \text{_____ min/cm}) / \text{_____ (a or b)} = \text{_____}$ (a) divide by 200 if you are installing just a septic tank and leaching bed (b) divide by 300 if you are installing a septic tank, pre-treatment unit and leaching bed

9. (I) **Floor Plans** must include items such as: finished area, room names, dimensions, plumbing fixtures, existing portion versus proposed additions, etc.

(II) **Site Plan** must include such items as: location of all buildings / structures, existing and proposed wells, water lines, property boundaries, easements, utility corridors, trees, watercourses, roads and traffic paths, proposed sewage envelope, contingency area, pools, decks, tile drains (including field tile), test pit locations, north arrow, etc.

(III) **Cross Section of Sewage Envelope** must show: existing grade (slopes, etc.), trenches (with details), sewage mantles (direction and thickness) if required, top cover proposed, elevations of distribution tile / tank outlet / sewer main from building, pump chamber (if necessary), etc.

This design brief has been completed by:

Signature

Name in Print

Date

Detailed Septic System Layout **Site Plan** (Showing the lengths, the run orientation, setback distances, mantles, North (Compass) arrow, etc.).

Detailed **Cross Section** of Tile System (Showing the tile details, tile trench layering, setback distances, mantle thickness, existing ground level, proposed finished grade, etc.)

CONTACTS

Chief Building Official

Victor Stellingwerff
Municipality of North Middlesex
229 Parkhill Main Street P.O Box 9
Parkhill, ON N0M 2K0

(519) 294-6244 x 229

ALWAYS CALL BEFORE YOU DIG

1-800-400-2255

North Middlesex Public Works Dept.
34665 Creamery Road RR #3
Ailsa Craig, ON N0M 1A0

(519) 293-3344

Middlesex County Road Department
399 Ridout Street N.
London, ON N6A 2P1

(519) 434-7321 x 228

Ministry of Transportation Ontario
659 Exeter Road
London, ON N6A 5H2

(519) 873-1400

Ausable Bayfield Conservation Authority
Box 2410
Exeter ON N0M 1S7

(519) 235-2610
Fax (519) 235-1963

Tarion (New Home Warranty Program)
140 Fullarton St., Ground Floor
London, ON N6A 5P2

1 (800) 668-0124

Middlesex Power Distribution Corp.
351 Frances Street
Strathroy, ON N7G 2L7

(519) 245-2010

Electrical Safety Authority
- Hydro Inspections -

1 (877) 372-7233
Fax 1 (800) 667-4278

Union Gas Limited – Administration
109 Commissioners Rd. W.
London, ON N6J 1X7

1 (800) 265-4173

Bell Canada (Locates)
75 Colborne Street
London, ON

6-1-1

Ministry of the Environment
733 Exeter Road
London, ON N6E 1L3

(519) 873-5010

Middlesex London District Health Unit
50 King Street
London, ON N6A 5L7

(519) 663-5317

Ministry of Labour
1020 Hargrieve Road
London, ON N6E 1P5

(519) 439-2210

Ontario Ministry of Agriculture & Food
667 Exeter Road
London, ON N6E 1L3

(519) 873-4070

Fuel Safety Branch – David Aird
80 Dundas Street Box 5600
London, ON N6A 2P3

(519) 641-6353

MPAC Regional Assessment Office
4380 Wellington Rd. S.
London, ON N6E 3A2

1-877-205-4216
(519) 681-6687