



Sewage Systems (Sewage Systems for 10,000l / day sewage flow max.)

Building Permit Application Checklist:

This document summarizes the minimum required information to be submitted in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law for a complete building permit application. **Incomplete applications will not be accepted.** However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the [Electronic Building Permit Application Submission and Resubmission Standards](#) for digital drawings and documentation submission requirements. Submissions that do not meet these criteria will be refused.

Pre-Approval:

- Niagara Escarpment Commission
- Conservation Authority
- Zoning Clearance Certificate

Permit Fees:

- Refer to the current Building Permit By-Law for the [Fee Schedule](#) or contact a Building staff at buildingpermits@burlington.ca

Completed Forms and Documents:

- Completed "Application for a Permit to Construct or Demolish" Provincial application form, including Schedule 1 "Designer Information" and Schedule 2 "Sewage System Installer Information".
- Site evaluation report, including soil permeability and soil conditions, including the potential for flooding.

Construction Documents

Maximum digital paper size is 36"x48" (914 mm x 1219 mm): All drawings shall be to scale, dimensioned and provide sufficient information that describes the full extent of the proposed work.

- Site Plan:
 - Legal description, lot size, property dimensions, existing right of ways, easements or municipal/utility corridors
 - Location of Objects listed in Div. B, Tables 8.2.1.6.-A, 8.2.1.6.-B and 8.2.1.6.-C of the OBC

- Location of proposed sewage system
 - Location of any unsuitable, disturbed or compacted areas
 - Location of proposed access routes for system maintenance
 - Septic system components complete with applicable clearances
- Sewage System design drawings - prepared by a Qualified Designer:
- Specify septic type (Secondary or Tertiary)
 - Specify disposal bed type. Conventional, filter bed, raised bed, shallow buried trench or other.
 - BNQ for system if applicable
 - T time of soil of in-situ soil (Supported by documentation from an accredited testing agency)
 - T-time of any imported fill (Supported by documentation from an accredited testing agency)
 - Include details of residences or buildings served by septic sewage system. Include floor areas, number of bedrooms and fixture counts.
 - If more than one septic system exists on a given property, include septic sewage flows for each system.
 - Supporting documentation for new/innovative systems

Additional Documentation:

- Private sewage system evaluation - prepared by a Qualified Designer, including:
- Depth to bedrock, depth to zones of soil saturation, soil properties and permeability, potential for flooding

Building Permit Issuance:

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington's Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to [Applying for a Building Permit](#) on the City of Burlington website, for more information.

Building Department
buildingpermits@burlington.ca
 905-335-7731