

REPLACEMENT SEPTIC SYSTEM

Part 8 Application Forms: Part 8 Application Forms are applicable for new or replacement septic systems under 10,000L/day. For example the construction of a new residential or commercial structure that requires servicing by a private sewage system. Failed systems being replaced also require the use of a Part 8 Application Form even those being replaced with the same system.

Note: Systems over 10,000L are under the jurisdiction of the Ministry of the Environment.

The Process:

Submission of an application to the Township of Huron-Kinloss Municipal Office:

1. Complete and submit an application for a Certificate of Approval (Permit)
2. Please note that an official application must include one of the following with the property's legal description:
 - Tax Assessment
 - Title Deed first page
 - Survey/eMAP
3. An inspector will review the application and conduct a visit. Response time is 5 to 10 business days if all required information has been provided. If approved, a permit is issued allowing construction of the Septic System to begin.
 - one copy goes to the BMROSS (Approval Inspection)
 - one copy is kept at the Municipal Office, Buildings Department
 - one copy is for the applicant

Note: Part 8 Applications and their associated Permits are Non-Transferable and expire 12 months from date of approval

4. During construction, two or three inspections are completed:
 - Subgrade (if required)
 - Installation
 - Final grading (after application of top soil)

More information about inspections is below.

5. Once the final grading inspection is complete and approved, the Municipality will issue a Certificate of Completion. A homeowner package, including a copy of *Septic Smart! Understanding Your Homes 's Septic System* and the records associated with your septic system. Will be mailed to the property owner's address noted on the application. Be sure to include your postal code in order to receive this information kit.

Note: Septic Systems can only be installed by a contractor licensed and registered with the Ministry of Municipal Affairs and Housing (MMAH) as an installer under Part 8 (Sewage Systems) of the Ontario Building Code or the property owner themselves. This excludes systems which include an advanced treatment unit which can only be installed by a licensed installer.

The Inspections

After the initial site inspection and approval of your application, up to three more inspections are required (This does not include re-inspection for failed inspections). It is the installer and applicant's responsibility to contact the inspector to request inspections at appropriate stages of the project.

Note: Requests for inspection must be made in writing using prescribed request form via fax, email or in person. Re-inspections requested for the same deficiency require a fee.

Sub-grade Inspection: (allow 2 working days)

If you are building in clay soils or on bedrock, a site preparation inspection may be required. Sub-grade inspection requirements are indicated on the approved application.

Scarification

For sites that contain clay soils a scarification inspection is required. This is to ensure the site has been properly prepared to accept effluent before the system is installed.

Clay Seal

Due to the nature of bedrock effluent can contaminate groundwater if a site is not properly prepared. A clay seal is used to ensure that effluent is treated within the system and prevents effluent from escaping into the bedrock.

Installation Inspection: (allow 3-5 working days)

Once the system is built with the components in place, but before it is covered by fill, an inspector must visit the site. To request an installation inspection, the following must be submitted in advance to the Inspector:

- "As-Built" drawing and components
- Engineer's report, required if system is designed by a Professional Engineer
- Grain size analysis and weight bills for filter media beds are required to confirm the appropriate amount and specific type of sand media has been installed.

Once the inspector has approved this stage, the system can be covered and graded

Final grading Inspection: (allow 3-5 working days)

Prior to the final grading inspection and issuing of the Certificate of Completion, the following must be completed:

- Septic bed and tank must be covered with backfill and topsoil (or sand depending on the location which has been properly graded. This means all run off is directed away from the bed and a sufficient amount of cover over the distribution system has been applied as per the Ontario Building code.

- To allow verification of the bed cover, three holes from an outside corner to another (in diagonal) must be provided. The openings must expose the geotextile or paper on top of the distribution pipes and the four corners of the bed must be staked.
- Mantle (if required) must be in place and all conditions of the approved Sewage System application must be met.
- Electrical and alarms must be operational and an ESA permit number is required (if applicable). Note: Where applicable it is best practice to install any electrical or alarms on the exterior of the dwelling or provide a disconnect to ensure the safety of those conducting maintenance on pumps or advanced treatment units. Once this inspection and the conditions are met, a Certificate of Completion will be issued. This certificate means that the completed installation has progressed through the inspection cycle and the septic system can now be used. This document is required to obtain an occupancy permit of a dwelling. Some systems may require an additional annual maintenance contract agreement, if so a copy is to be provided to the CBO.