



Building Permit Guide & Application
Township of Armour, P.O. Box 533, 56 Ontario Street,
Burk's Falls, Ontario P0A 1C0

PHONE: (705)382-3332

FAX: (705)382-2068

www.armourtownship.ca

ON-SITE SEWAGE SYSTEM

The following pages contain the permit application, as well as other forms that may be required for your permit application. The applications have been inserted into this document from the Ministry of Municipal Affairs and Housing and may be updated from time to time.

Approvals required:

1. If you are doing any new construction or additions to any existing structure you may require **Planning approval**.
2. Other Agency and Township Department approvals. eg. Hydro One, MTO, CN, Bell, Township Public Works Entrance Permit, Township zoning requirements, etc.

Building Permit Process:

1. A sewage system permit application is fully completed including Roll Number.
2. The following plans are required:
 - a. Site plan sketch to scale showing all existing structures & proposed structures and setbacks from the proposed sewage system (with dimensions and setbacks), well(s), drive way, parking area, overhead hydro lines, etc.
 - b. Building plans to scale (2 sets of each) including:
 - i. Floor plans
 - ii. Cross section of proposed sewage system
3. Ensure that the Schedule 1 "Designer" sheet is completed by the qualified individual who designed the sewage system.
4. Required permit fees

Contents:

- Application for a Permit to Construct or Demolish (MMAH application form)
- Schedule 1: Designer Information
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- Schedule 3: Site Evaluation Inspection
- Schedule 4: Sewage System Daily Design Flow
- Schedule 5: Proposal to Construct
- On-Site Sewage System Required Inspections Declaration
- Declaration for Authorized Agent

The Building Services Department can only accept and review complete applications and plans. The review is to ensure that they meet Ontario Building Code, Municipal by-laws and other applicable law.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is: Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (if known)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</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 submitted this application with the knowledge and consent of the firm. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
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 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
			Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
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:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>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>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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			

Schedule 4: Sewage System Daily Design Flow



DESCRIPTION	DWELLING #1		BOATHOUSE		ARU		Other: _____		# UNITS PER FIXTURE	FIXTURE UNITS
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed		
Bathroom group (toilet, sink, tub/shower)									x 6 =	
Additional toilet									x 4 =	
Bathtub or shower(*)									x 1.5 =	
Additional sinks(**)									x 1.5 =	
Kitchen sink(**)									x 1.5 =	
Dishwasher									x 1 =	
Washing machine									x 1.5 =	
Laundry tub									x 1.5 =	
Other: _____										
FIXTURE UNITS									Total:	
FINISHED FLOOR AREA		m ²		m ²		m ²		m ²	Total:	m ²
# OF BEDROOMS									Total:	

Tub/shower combinations are counted as 1.5 units.

Sinks - whether double (e.g., his-and-hers with a shared trap) or single are also counted as 1.5 units

DESIGN FLOW CALCULATION TABLE				
Residential Occupancy			Volume (L)	Flows
Bedroom flow (A)	1 bedroom dwelling		750	
	2 bedroom dwelling		1100	
	3 bedroom dwelling		1600	
	4 bedroom dwelling		2000	
	5 bedroom dwelling		2500	
Extra bedroom flow (B)	Each bedroom over 5,		500	
Living area flow (C)	Each 10 m ² (or part thereof) over 200 m ² up to 400 m ² ,		100	
	Each 10 m ² (or part thereof) over 400 m ² up to 600 m ² , and		75	
	Each 10 m ² (or part thereof) over 600 m ² , or		50	
Fixture count flow (D)	Each fixture unit over 20 fixture units		50	

Daily Design Sewage Flow Q = _____ L/D, Designed for Q = _____ L/D

Q = A+(B or C or D)

Schedule 5: Proposal to Construct



<input type="checkbox"/> Class 2 Greywater Pit <input type="checkbox"/> Class 3 Cesspool (For flow calculations see OBC Part 8, 8.4.1.2(2): Q <u>cannot</u> exceed 1000 L/D)				
Type of Class 1 on site:	<input type="checkbox"/> Privy <input type="checkbox"/> Composting <input type="checkbox"/> Chemical <input type="checkbox"/> Other: _____			
Wall structure:	<input type="checkbox"/> Cement block <input type="checkbox"/> Rock <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____			
Sidewall area: _____ m ²	Length: _____ m	Width: _____ m	Depth: _____ m	Type of cover: _____

<input type="checkbox"/> Septic Tank <input type="checkbox"/> Class 5 Holding Tank		<input type="checkbox"/> Treatment Unit <input type="checkbox"/> Digester Tank	
<input type="checkbox"/> New <input type="checkbox"/> Use existing Size _____ Permit # _____		<input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Level IV	
Proposed working capacity: _____ Liters		Make / Model of treatment unit: _____	

T-time (min/cm): _____	Method of distribution line detection: _____	Pump required? <input type="checkbox"/> No <input type="checkbox"/> Effluent <input type="checkbox"/> Raw <input type="checkbox"/> TBD
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<input type="checkbox"/> Class 4F Filter Bed	Number of beds: _____	Bed area: _____ m ²
	Raised height (above grade): _____ m	Contact Area: _____ m ²
Mantle loading area: _____ m ² <input type="checkbox"/> Native <input type="checkbox"/> Imported Length _____ m x Width _____ m		

<input type="checkbox"/> Class 4 Trench Bed	Total length: _____ m	Raised height (above grade): _____ m
	Mantle loading area: _____ m ² <input type="checkbox"/> Native <input type="checkbox"/> Imported Length _____ m x Width _____ m	

<input type="checkbox"/> Type A / B	Stone area: _____ m ²	Sand area: <input type="checkbox"/> Native (supply sieve analysis) <input type="checkbox"/> Imported
	Sand area: _____ m ²	Raised height (above grade): _____ m

<input type="checkbox"/> SBT / BNQ / BMEC	
Attach valid CAN-BNQ or BMEC approval to each application.	