

# THE TOWNSHIP OF FRONTENAC ISLANDS

P.O. BOX 130, WOLFE ISLAND, ONTARIO, K0H2Y0

## WOLFE ISLAND OFFICE:

P.O. BOX 13

WOLFE ISLAND, ON K0H 2Y0 GANANOQUE,

Phone (613) 385-2216 Fax (613) 385-1032

Email : lhughes@frontenacislands.ca



## HOWE ISLAND OFFICE:

50 BASELINE ROAD, R.R.#4

ON K7G 2V6

Phone (613) 544-6348 Fax (613) 548-7545

Email : vlatimer@frontenacislands.ca

## SEPTIC PERMIT APPLICATION

### Class 4 & 5

This brief guide outlines what to expect and what is required while obtaining a septic permit.

Permit applications can be submitted digitally through [Cloud Permit](#), or a paper copy dropped off at the Municipal Office on Wolfe Island or Howe Island. If a paper copy is submitted, the information will be entered into Cloud Permit on your behalf, and a fee charged per the fee by-law (attached).

#### Information required to accompany your permit application submission:

- ☐ Septic Permit Application Package, completed and signed, including:
  - ☐ PDF or paper copy of the proposed sewage system design.
  - ☐ A copy of a survey or plot plan.
  - ☐ Cross section drawing of the proposed sewage system.
  - ☐ Floor plan layout of all floors of the dwelling, labelled to identify room uses, and the type of plumbing fixtures (ie: sinks, toilets, tubs/showers, etc).
  - ☐ Sewage system setback waiver/inspection requirements form.
  - ☐ Agent/owner authorization form if you are submitting the application on behalf of the property owner.
- ☐ Conservation Authority, MNR, or MOE approvals (where applicable).
- ☐ A separate calculation page will be required if the sewage system includes non-residential occupancies.
- ☐ A copy of your deed or tax bill (proof of land ownership).
- ☐ Survey of the property (upon request).
- ☐ Fee payment.

Are renovations or an addition proposed?      Yes      No

**Note: The property owner, applicant, designer, and installer of the sewage system retain full responsibility to ensure that the sewage system is designed and installed in accordance with the approved plans, the *Building Code Act*, and the Ontario Building Code.**

Directions to lot or property address:

**Authorization for an Application for a Building Permit  
by a person other than the Legal Owner**

I, \_\_\_\_\_, being the legal owner of the subject property described as  
Lot \_\_\_\_\_, Concession \_\_\_\_\_, \_\_\_\_\_ (street number and street name)  
in the Township/Town of \_\_\_\_\_, Roll Number \_\_\_\_\_  
do herein authorize \_\_\_\_\_ to act as my authorized agent to apply  
for a Building Permit for work to be done on the above mentioned property. I may rescind this  
authority at any time by advising in writing.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Legal Owner)

\_\_\_\_\_  
(Witness – other than agent named above)

# 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 <sup>2</sup> )		
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		

<b>E. Builder (optional)</b>				
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	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

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., 2nd Floor. Toronto, M5G 2E5 (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.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House Small Buildings Large Buildings Complex Buildings	HVAC – House Building Services Detection, Lighting and Power Fire Protection	Building Structural Plumbing – House Plumbing – All Buildings On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>			

**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 Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
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?			
<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)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <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 style="text-align: center;"><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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <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>			

## Schedule 3: Site Evaluation Form

### APPROXIMATE SOIL PERCOLATION RATES (T-time)

The following are **estimated** ranges of soil percolation rates (T-times) measured in a rate of min/cm. Actual on-site soil conditions may vary significantly from estimates; it can be difficult to tell a 30 from a 50 just by looking at it.

Estimated T-times shall be determined by samples analyzed by the Unified Soil Classification System, the Soil Texture Classification from the USDA Soil Survey Manual, or percolation tests being conducted on in-situ soils.

Disputes about estimated T-times shall be resolved by sending in-situ soil samples to a Canadian Council of Independent Laboratories testing firm at the applicant's cost. The T-time will be determined by the falling head test and grain size analysis; the percent passing the 75 µm #200 sieve is to be included for silt content.

Soil Type	Sand	Sandy Loam	Loam	Silty Loam	Clay Loam	Silt - Clay	Clay
T-time (min/cm)	10	12 - 20	17 - 25	20 - 30	30 - 40	40 - 50	50+

Sub-surface conditions encountered:		Applicant's Use		Approved by Inspector
Indicate <u>depth</u> to bedrock, T>50, &/or high ground water table (where present):	<u>Depth (m)</u>	<u>Soil type</u>	<u>T-time</u>	<input type="checkbox"/> Yes  <input type="checkbox"/> No

### IMPORTED SEPTIC STONE AND LEACHING BED FILL CERTIFICATION

I, \_\_\_\_\_, certify that the materials used to construct the sewage system, under the application herein, meet Ontario Building Code requirements, and correspond to the percolation rate on the application and the soils analysis provided to the Township of Frontenac Islands:

NAME / NUMBER OF LICENSED AGGREGATE PIT	TYPE OF MATERIAL	T-TIME / SILT CONTENT	TESTING DATE (mm/dd/yyyy)
		/	
		/	
		/	

**Note:** *Leaching bed fill* means soil used to construct of conventional and chamber leaching beds, filter beds, dispersal beds, and area beds as prescribed under specific Building Materials Evaluation Commission authorizations. It may not include a requirement for other soils as prescribed by treatment unit manufacturers; check with the manufacturer before installation. The silt content of *leaching bed fill* must be included in the analysis.

The Township of Frontenac Islands may require you to submit soil samples for analysis.

\_\_\_\_\_  
Signature of Authorized Agent or Owner

\_\_\_\_\_  
Date

## Schedule 4: Design Criteria

DESCRIPTION	DWELLING				OTHER: _____			
	Total # of Existing	Total # of Proposed	# UNITS PER FIXTURE	TOTAL FIXTURE UNITS	Total # of Existing	Total # of Proposed	# UNITS PER FIXTURE	TOTAL FIXTURE UNITS
Bathroom group – 3 piece (toilet, sink, tub/shower)			x 6.0 =				x 6.0 =	
Additional toilet			x 4.0 =				x 4.0 =	
Bathtub or shower			x 1.5 =				x 1.5 =	
Additional sinks			x 1.5 =				x 1.5 =	
Kitchen sink			x 1.5 =				x 1.5 =	
Dishwasher			x 1.0 =				x 1.0 =	
Clothes Washer			x 1.5 =				x 1.5 =	
Laundry tub			x 1.5 =				x 1.5 =	
Other: _____			x     =				x     =	
<b>FIXTURE UNITS</b>	Total:				Total:			
<b>FINISHED FLOOR AREA m<sup>2</sup></b>	Existing	Proposed	Total		Existing	Proposed	Total	
<b># OF BEDROOMS</b>			Total:				Total:	

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

Daily Design Sewage Flow, Q = \_\_\_\_\_ liters/day A + (B or C or D)



## Schedule 5: Proposal to Construct

<b>Water Supply:</b> <input type="checkbox"/> <b>Proposed</b> <input type="checkbox"/> <b>Existing</b>			
<input type="checkbox"/> Lake <input type="checkbox"/> Shore well	<input type="checkbox"/> Drilled well Casing depth: _____ m	<input type="checkbox"/> Dug well <input type="checkbox"/> Sandpoint	<input type="checkbox"/> Other (specify): _____

**Provide proposed information instead of minimum requirements:**

<input type="checkbox"/> <b>Septic Tank</b> <input type="checkbox"/> <b>Class 5 Holding Tank</b>	<input type="checkbox"/> <b>Treatment Unit</b> <input type="checkbox"/> <b>Digester Tank</b>
<input type="checkbox"/> New – proposed working capacity: _____ litres	<input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Level IV
<input type="checkbox"/> Use existing – size: _____ Permit _____	Make / model of treatment unit: _____

T-time (min/cm) of existing soil: _____	Subsurface detection method: _____	Pump required? <input type="checkbox"/> No <input type="checkbox"/> Macerating <input type="checkbox"/> TBD <input type="checkbox"/> Effluent
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Mantle Loading Area Trench Bed, Leaching Chambers, Filter Bed only	Percolation Time (T) of Existing Soil, min/cm	1 < T ≤ 20	20 < T ≤ 35	35 < T ≤ 50	T > 50
	<b>Loading Rates, (L/m<sup>2</sup>)/day</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>
<input type="checkbox"/> Existing Soil (T ≤ 15) <input type="checkbox"/> Imported Leaching Bed Fill	Q ÷ Loading Rate = _____ m <sup>2</sup> Length _____ m x Width _____ m				

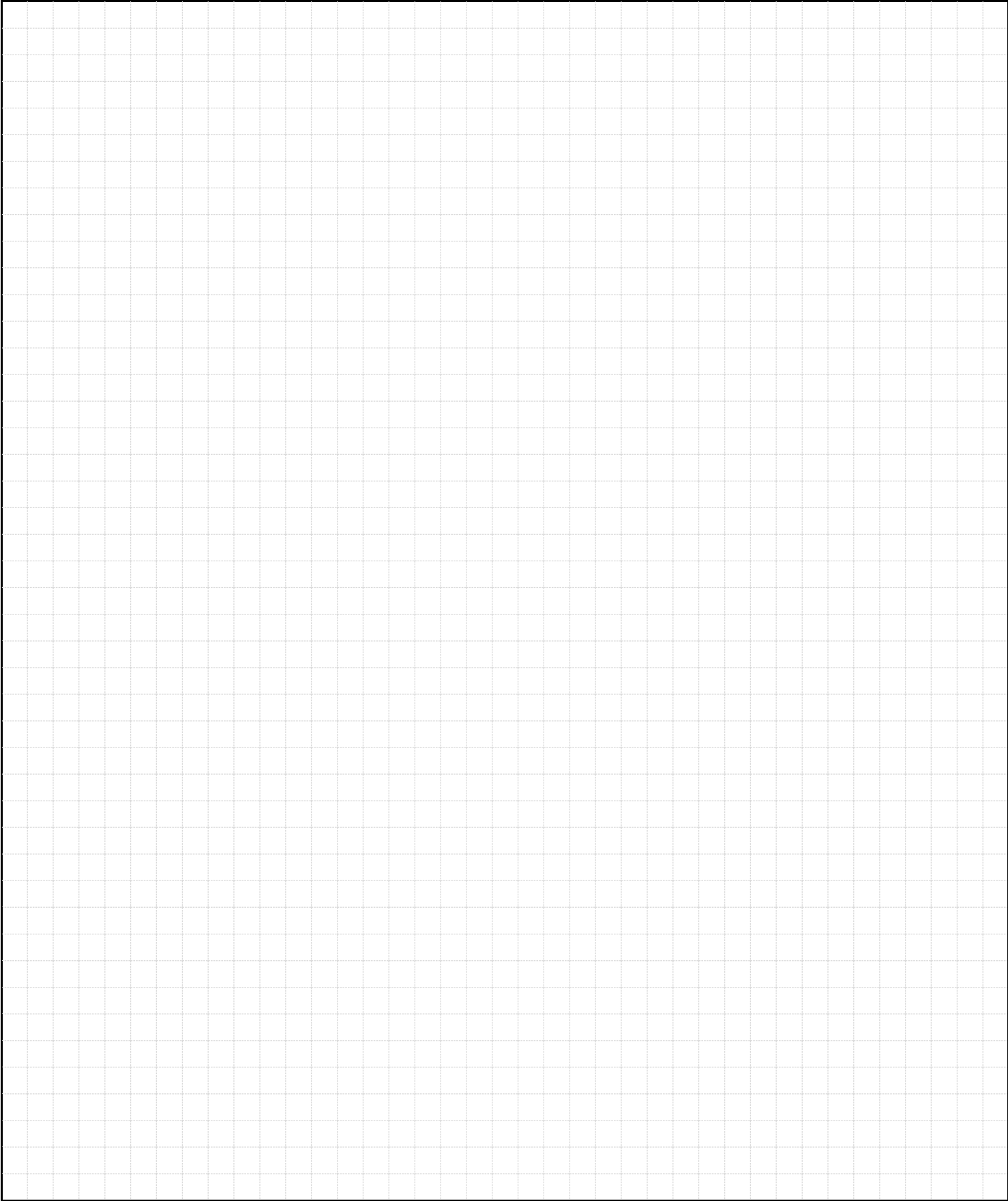
<b>Class 4 Trench Bed</b> <b>Class 4 Leaching Chambers</b> Typical Drawing A	Total pipe length: $\frac{Q \times T}{200} =$ _____ m    Raised height (above grade): _____ m Conventional & Type I Leaching Chambers $\frac{Q \times T}{200}$ Type II Leaching Chambers $\frac{Q \times T}{300}$
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<b>Class 4 Filter Bed</b> Typical Drawing B  If Q ≤ 3000 L/day, Q÷75 If Q > 3000 L/day, Q÷50	Loading area: $Q \div 75 / 50 =$ _____ m <sup>2</sup> If over 50 m <sup>2</sup> , # of filter beds: _____  Contact area: $\frac{Q \times T}{850} =$ _____ m <sup>2</sup> Raised height (above grade): _____ m
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<b>Class 4 BMEC Bed</b> Typical Drawing C, D or E	Specified sand area: $\frac{Q \times T}{400} =$ _____ m <sup>2</sup> Length _____ m x Width _____ m  Number of modules: Q ÷ _____ = _____    Raised height (above grade): _____ m
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<b>Type A Dispersal Bed</b> Typical Drawing F, G, H or I  If Q ≤ 3000 L/day, Q÷75 If Q > 3000 L/day, Q÷50	Stone area: $Q \div 75 / 50 =$ _____ m <sup>2</sup> Raised height (above grade): _____ m  1<T≤15 sand area: $\frac{Q \times T}{850} =$ _____ m <sup>2</sup> T > 15 sand area: $\frac{Q \times T}{400} =$ _____ m <sup>2</sup>
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Schedule 6: Site Plan Diagram

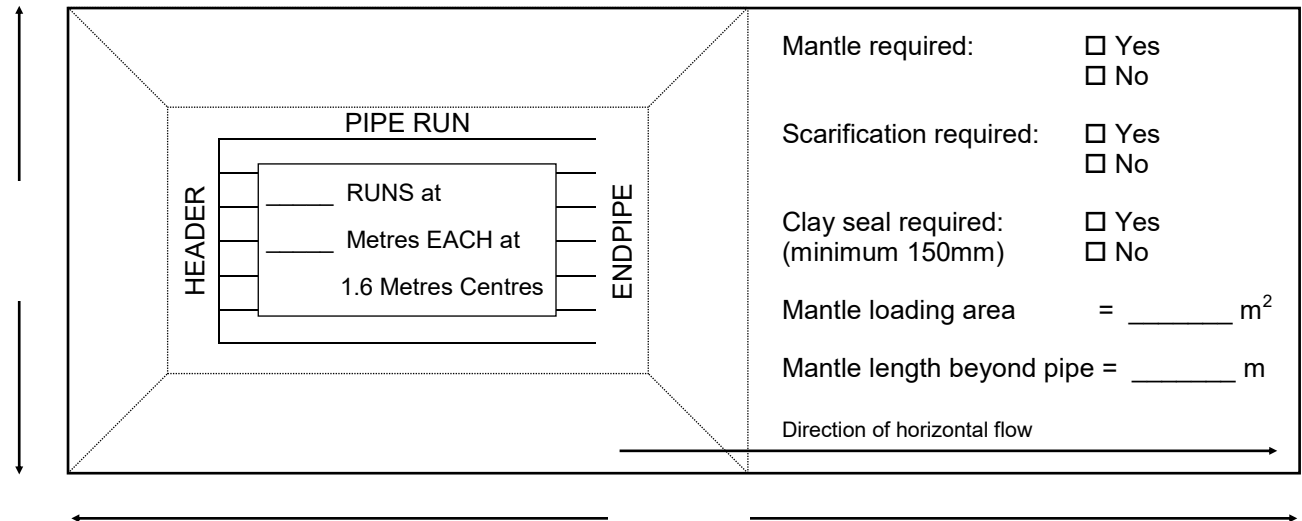




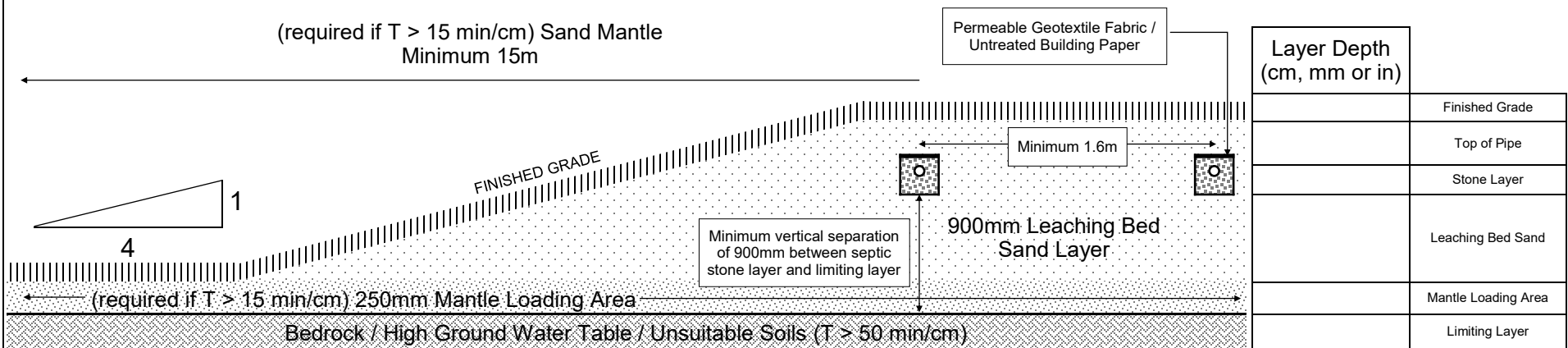
THE TOWNSHIP OF  
FRONTENAC ISLANDS

## TYPICAL DRAWING A BURIED OR RAISED LEACHING BED ABSORPTION TRENCH

### Plan View (not to scale)



### Cross-Section Profile (not to scale)

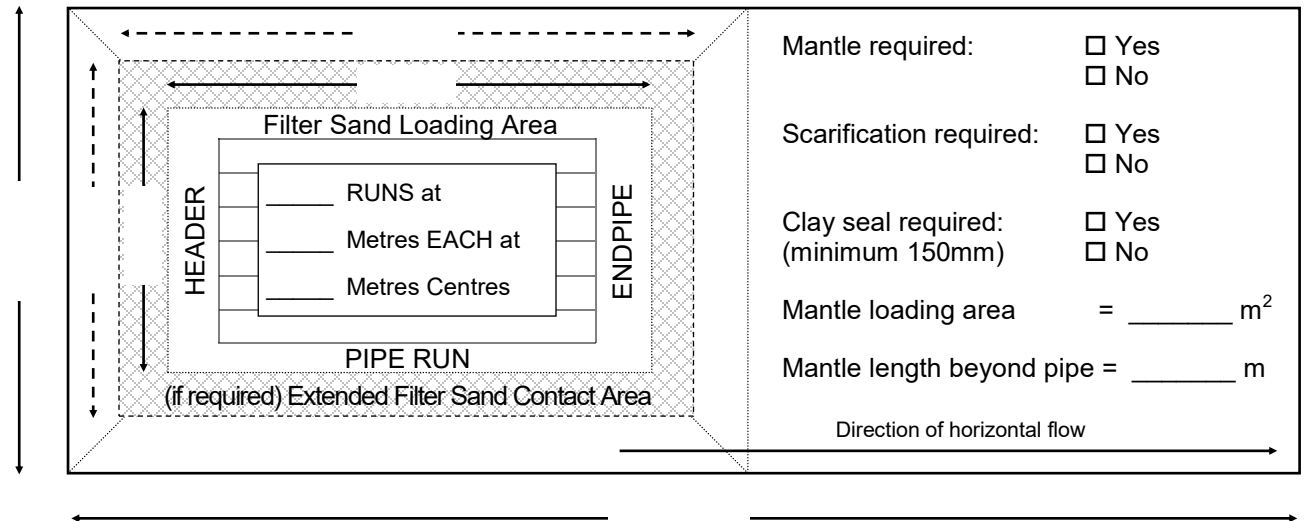




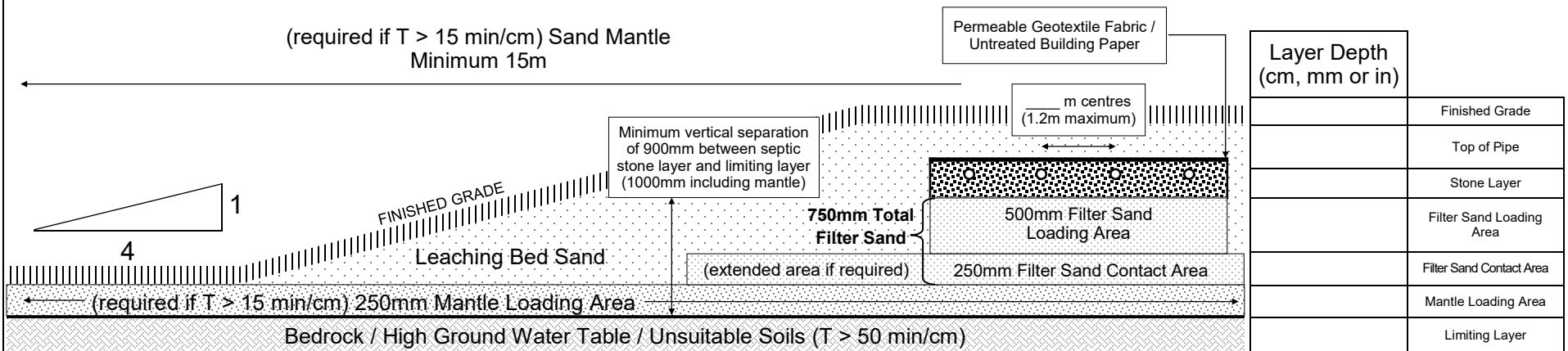
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FRONTENAC ISLANDS

## TYPICAL DRAWING B BURIED OR RAISED FILTER BED

### Plan View (not to scale)



### Cross-Section Profile (not to scale)



**Fee schedule for Septic Permits & Administration  
(The Township of Frontenac Islands)**

**SEWAGE SYSTEM PERMIT FEES AND ADMINISTRATIVE CHARGES  
Consolidated Office Version**

**2024 Fees effective as of February 1, 2024 to January 31, 2026.**

<b>On-Site Sewage Systems</b>	Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system	<b>\$978.00 per sewage system</b>
	Construction or alteration of a Class A sewage system. *(Class A system represents flows greater than 4500 litres)	<b>\$1080.00 per sewage system</b>
	Installation or replacement of septic tank only	<b>\$772.00 per sewage system</b>
	Plans Review to confirm location only of existing sewage system	<b>\$103.00 per sewage system</b>
	On-Site Review to confirm location only of existing sewage system	<b>\$257.00 per sewage system</b>
	Review of Performance Level of Existing On-Site Sewage System	<b>\$515.00 per sewage system</b>
	Certificate of Approval renewal	<b>\$154.00 per sewage system</b>
	Review for new lots in a subdivision, condominium, severance or lot addition	<b>\$515.00 per lot</b>
	Review for Minor Variance application or Zoning By-Law amendment	<b>\$463.00 per sewage system</b>
	Review for Minor Variance in combination with a Review of Performance Level	<b>\$720.00 per sewage system</b>
	Review for Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A sewage system	<b>\$1183.00 per sewage system</b>