



*Hastings Highlands*

*Beautiful By Nature*

BUILDING PERMIT  
APPLICATIONS

Received: \_\_\_\_\_

by: \_\_\_\_\_



# Hastings Highlands

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## **BUILDING PERMIT CHECK** **LIST**

- SITE PLAN
- SITE PLAN APPROVAL (FOR NEW INSTITUTIONAL, COMMERCIAL & INDUSTRIAL BUILDINGS AND/OR ADDITIONS ONLY)
- ENTRANCE & 911 NUMBER
- APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH
- AUTHORIZATION OF AGENT (IF APPLICANT NOT OWNER)
- BUILDING PLANS
- SEPTIC PLAN & CALCULATION SHEET
- EXISTING SEPTIC SYSTEM REVIEW FOR ADDITION, RENOVATIONS & ADDITIONAL BUILDING WITH PLUMBING OR BEDROOMS
- ENERGY EFFICIENCY DESIGN SUMMARY -SB12 - RESIDENTIAL   
-SB10 - OTHERS
- SCHEDULE 1 DESIGNER INFORMATION
- FEES
- TARION DECLARATION (FOR A NEW DWELLING)
- COMPLIANCE WITH ZONING BY-LAW
- APPLICABLE LAW COMPLIANCE
- STATEMENT REGARDING REQUIRED INSPECTIONS



# Hastings Highlands

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## Schedule 'D' Building Department Fees

Item	Fees Effective April 1, 2024	HST Applicable (Yes or No)
Construction commencing before permit issued (Extra charge in addition to permit fee, due to additional administration) (or Provincial Offences Ticket/Penalty)	\$ 1,000.00	No
* For accessory buildings or unattached decks - construction commencing before permit issued >10 sq.m. & ≤20 sq.m.	\$ 441.00	No
Minimum fee for any permit	\$ 165.38	No
Residential Fees per square foot (area includes all above grade floors) (\$1.00 per \$100.00 if square footage not applicable) (For a new dwelling - minimum fee of \$800.00)	\$ 1.10 per sq.ft	No
Per square foot for a finished basement and (finished or unfinished) walkout basement	\$ 0.78	No
Per square foot for an unfinished basement/heated crawlspace	\$ 0.66	No
Per square foot for new footings/foundation only under a building including pier foundations and unheated crawl spaces	\$ 0.50 per sq.ft	No
Institutional/Commercial/ Industrial (ICI) fees per square foot (Up to 3000 sq.ft)	\$ 1.10	No
Institutional/Commercial/Industrial Fees per square foot (if greater than 3000 sq.ft) (\$1.00 per \$100.00 if square footage not applicable)	\$ 0.66	No
Institutional/Commercial/ Industrial Plumbing Permit	\$ 11.00 per fixture (min \$165.38)	No
NEW* Administration Fee for Dwellings, Additions to Dwellings & ICI Construction **excludes septic systems, decks & accessory buildings**	\$ 165.38	No
Accessory/Decks, Balconies fees per square foot Farm/Hunting/Outbuilding (\$1.00 per \$100.00 if square footage not applicable) Effective April 1, 2022 (\$1.05 per \$100.00 if square footage not applicable)	\$ 165.38 + \$0.44 per sq.ft	No
	+ \$137.81 if heated	No
	+ \$137.81 if insulated	No

Wood Furnaces and Chimneys/Residential Plumbing per dwelling/Partial Framing/Demolition	\$ 165.37	No
Renewal Permit for projects that have commenced and previously inspected	\$ 165.37	No

Building Department Fire Safety and Liquor Licence Inspections, Building Dept. letters, including each issue of inspection reports and Occupancy/Septic Use Permits	\$ 110.00	No
Class 2 to 5 Onsite Sewage System Permits including major repair and alterations (e.g. replacing tank or bed)	\$ 661.50	No
Minor onsite sewage alterations (Eg. Replace effluent filters/baffles/feed pipe/holding tank alarms)	\$ 330.75	No
Search record/provide a copy of existing septic permit &/or installation report (if any found)	\$ 50.00	Yes
Application for a review of septic system requirements for additions, renovations & additional buildings (Credited to the \$630 sewage fee if a new system is required)	\$ 165.37	No
Register a <i>Building Code Act</i> Order with the land registry office	\$ 875.00	No
Discharge (Remove) a <i>Building Code Act</i> Order from the land registry office	\$ 875.00	No
Home owner designer - <b>per</b> plan review after the <b>third</b> submission	\$ 165.37	No
Silt fence deposit for building permits issued within 30 metres of a water body (Refundable at final. Not refundable after three years from permit issued date or if the silt fence is not installed)	\$ 750.00	No
Deposit for projects valued from \$50k to \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)	\$ 375.00	No
Deposit for projects valued over \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)	\$ 750.00	No
<b>NEW*</b> Deposit for <b>new dwellings</b> (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from permit issued date)	\$ 1000.00	No

## **Schedule 'D'**

### **Building Department Fees**

#### **(Continued)**

In addition to the above listed fees, the following fees shall apply;

1. Where a drawing review has been completed by the Corporation and a review letter issued, and the applicant changes the "model" of a building and proposes a new model of building for the same lot, the original fees will be refunded less the percentage of fees payable for duties already performed by the Municipality (Percentages shown below) and new fees shall be payable for the new model of building.
  
2. The fee for a request for the use of an Alternative Solution as described in the Building Code Act, as amended shall be based on an hourly rate of \$100.00 per hour with a minimum fee of \$100.00 based on the number of hours or portion thereof to the nearest ½ hour spent by the Corporation to review and research the Alternative Solution. When the Alternative Solution warrants review by a third party the applicant shall also be responsible for the cost of the third party review and a deposit as determined by the Chief Building Official to cover the cost of t third party review shall be provided to the Corporation by the Applicant prior to the review of the proposal by the third party. The determination of the requirement to involve a third party is solely at the discretion of the Chief Building Official.

#### **REFUNDS**

The fees that may be refunded shall be a percentage of the fees payable under this Bylaw, calculated by the Chief Building Official as follows:

- a) Ninety (90) percent if administrative functions only have been performed;
- b) Eighty-five (85) percent if administrative and zoning functions only have been performed;
- c) Fifty-Five (55) percent if administrative, zoning and plan examination functions have been performed;
- d) Forty-Five (45) percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
- e) Five (5) percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued;
- f) If a structural fire destroys a new dwelling under construction, which had an open and active permit (inspected by the Building Department within 12 months prior to the structure fire), for the rebuild fees the Building Department would charge only for inspections carried out to date on the original home at a fee of \$100.00 plus mileage per inspection.

No refund shall be made for an amount less than \$30.00.



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January 11, 2024

## **REQUIREMENTS TO BE FOLLOWED WHEN BUILDING:**

1. Obtain a septic permit application form. The provincial standard building permit application form is required. The fee is \$661.50 for a new system and \$330.75 for minor alteration or minor repair to an existing system.
2. Contact the Planning Secretary at 613-338-2811 extension 222 regarding an Entrance Permit and an emergency response (E-911) number. The fee for an Entrance Permit is \$500.00 with a \$100.00 rebate after a written request for a refund and final inspection is received. The fee for the E- 911 blade and post is \$50.00 + \$6.50 HST = \$56.50
3. You will be advised regarding the size and length of culvert, if required. Obtain and complete a Building Permit Application and return the completed application to the Building Department. The provincial standard building permit application form is required.
4. If property is on Ministry of Transportation Ontario owned highway a permit may be required from MTO. Online applications can be found at <https://www.hcms.mto.gov.on.ca/> 613-332-3220
5. HVAC and plumbing drawings are required prior to the combined framing, plumbing rough-in and mechanical rough in inspection.

**Please give a minimum of 48 hours' notice for scheduled inspections**

## **A PERMIT APPLICATION MUST BE ACCOMPANIED BY:**

1. A comprehensive site plan showing the proposed building in relation to the lot lines, water bodies, existing structures and hydro lines. Show applicable dimensions. Include a drainage plan showing flow of water onto and from the property.
2. Floor plans-two sets of plans including:
  - a. Floor, wall and roof framing plans. If a structural joist is to be used, provide framing plans showing required bracing.
  - b. Elevations of all building faces showing grade, include measurements of grade to first floor.
  - c. Sections of exterior walls and uppermost ceilings.
  - d. Foundation plans, footings, column pads, floor drains.
  - e. Foundation wall section showing footings, wall, damp-proofing, etc.
3. Provide heating, ventilation and air conditioning specifications.
4. Complete Energy Efficiency Design Summary.
5. Prescribed fees.



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## **Guide to Completing your Building Permit Application**

This guide will provide direction and assistance for you as you complete your application for building permit. Completing all necessary sections of the application form will enable the municipality to process your application more quickly. If you have any questions regarding your application that are not answered by this guide please feel free to contact our office at 613-338-2811 for further information.

### **Section A – Project Information**

All boxes of this section are to be completed as applicable including lot and concession number . **Section B – Purpose of Application**

All boxes of this section are to be completed as applicable.

### **Section C – Applicant**

All boxes of this section are to be completed as applicable.

### **Section D – Owner (if different from applicant)**

All boxes of this section are to be completed as applicable.

### **Section E – (optional)**

As noted this section is optional therefore any information provided or none is sufficient, unless Owner Builder of a new home

### **Section F – Tarion Warranty Corporation (Ontario New Home Warranty**

**Program)** Part i is to be completed for all permit applications.

Parts ii and iii are to be completed where the answer to part i is “yes”.

### **Section G – Required Schedules**

All boxes in sections A, B, C and D of Schedule 1: Designer Information are to be completed as applicable. Note: Designs provided by Architects or Professional Engineers are not required to be accompanied by a completed Schedule 1 Designer Information.

All boxes in sections A, B, C, D and E of Schedule 2: Sewage System Installer Information are to be completed as applicable where the application involves work on a sewage system.

### **Section H – Completeness and compliance with Applicable Law**

All five questions must be answered either “yes” or “no” in the applicable check box provided. Fees are due and payable upon application submission. Where there is a question about the amount of the payable fee the applicant shall submit the Building Permit Fee with the application and the remaining fees can be provided upon permit pick-up.



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**IN ALL CASES WHERE ONLY PARTIAL PAYMENT HAS BEEN RECEIVED THE APPLICANT SHALL BE ADVISED (VERBALL OR ELECTRONICALLY) THAT ADDITIONAL FEES WILL BE DUE AND PAYABLE AT PERMIT PICK- UP.**

Section I – Declaration of Applicant

All applicants must complete this section. The date to be included in this section is the date the application is submitted to the Building Section.

Authorization

Where the application is submitted by an Authorized Agent of the owner, the owner must complete and sign this section.

Declaration

All applicants applying for a demolition permit must complete this section.

Applicable Law Compliance

All applicants must complete this section.

Statement Regarding Required

Inspections All

applicants must complete this section.

Septic Information – Class 2 to 5

All applicants applying for a septic system must complete this section as applicable.

Calculation Sheet

All applicants applying for a septic system must complete this section as applicable.

Energy Efficiency Design Summary

All applicants applying for a new house or house addition must complete this section as applicable.

Building Permit Application Plot Plan –examples attached

All applicants applying for new construction and additions must complete and submit this form.





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**AUTHORIZATION FROM PROPERTY OWNER  
FOR AGENT TO APPLY FOR BUILDING PERMIT ON THEIR BEHALF**

I/WE (OWNER): \_\_\_\_\_

AUTHORIZE (AGENT): \_\_\_\_\_

To apply, on my/our behalf, for a Building Permit on my/our property  
located in the Municipality of Hastings Highlands

CIVIC ADDRESS: \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_

Date \_\_\_\_\_ Owner's Signature(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION OF VACANCY**

WHERE THE APPLICATION IS FOR DEMOLITION OF A BUILDING I/WE HEREBY CONFIRM

THAT THE BUILDING AT \_\_\_\_\_  
PROPERTY DESCRIPTION (LEGAL, CIVIC ADDRESS)

IS VACANT

SIGNATURE OF OWNER/AGENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER /AGENT \_\_\_\_\_ DATE \_\_\_\_\_

**Notice of Required Inspections**  
Municipality of Hastings Highlands Building Department

Re: \_\_\_\_\_(Civic Address)

I, \_\_\_\_\_ the owner/authorized agent, hereby acknowledge that it is my responsibility to notify the Municipality of Hastings Highlands Building Department for the necessary inspections listed below. I also understand that the individual responsible for the building's construction must exhibit the permit or a copy of the permit in a conspicuous place on the property during construction or demolition and must keep and maintain at least one copy of the drawings and specifications stamped as site copy by the Municipality of Hastings Highlands Building Department. Furthermore, I acknowledge that my failure to comply with these regulations may result in work orders being levied against the property. I also understand that I will be required to uncover or expose any work that is covered or enclosed before it can be inspected by the Municipality's Building Department, and that all expenses related to uncovering or exposing work for inspection shall be at my expense. I acknowledge that I will not expect or knowingly allow Municipal Building Officials to enter or remain in any place or situation that is deemed unsafe according to the Occupational Health Safety Act, for which I am responsible. This does not relieve me of the requirement to have the essential inspections conducted and completed by the Municipality's Building Department.

The following are the required inspections, with a minimum of 48 hours' notice required for each inspection. Please ensure that plans are available on-site for all inspections.

1. Services (prior to covering)
2. Excavation (prior to pouring footings)
3. Insulated Concrete Form (I.C.F.) Walls (prior to pouring)
4. Foundation (prior to backfilling)
5. Underground Plumbing (prior to covering)
6. Framing, Plumbing and Mechanical Rough-in (prior to insulation)  
\*Please note that framing inspection will not be conducted separately.
7. Septic System - i) Prior to covering; ii) Final
8. Wood Burning Appliance
9. Insulation & Vapour Barrier (prior to drywall)
10. Fire Separations & Fire Stopping
11. Electrical Safety Authority Inspection - Prior to Occupancy
12. Final Inspection
13. Other \_\_\_\_\_

I acknowledge that inspections will not be conducted where permits have not been picked up.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Applicable Law Compliance

The following questions must be answered in order to complete your application for building permit and to determine if approvals are required from any other agency before your building permit can be issued.

**Completing this form accurately and providing any other required approvals at application time will help expedite the processing of your building permit.**

Question	Yes	No	Comments
Is the building used as a daycare?			
Is the permit for the demolition of a school?			
Is the building used as a funeral home?			
Is the building used for processing milk?			
Is the building used to house farm animals?			
Is there a farm, feedlot or manure storage within 500m?			
Is the building used for manure storage?			
Is the building located on public land?			
Is MNRF approval required?			
Is there a lake, river, creek, stream, pond or wetland on or within 500m of the property?			
Is there a provincial highway within 800m?			
Is Health Unit approval required (food)?			
Is the building used as a charitable institution?			
Is the building used as a retirement home as defined in subsection 2(1) of the Retirement Home Act, 2010?			
Is the property use changing to residential?			
Is Ministry of Environment approval required?			
Was the property used as a disposal site?			
Is there a septic system on the property?			
Is the building a designated heritage building?			
Is site plan approval required?			
Is the permit for a mobile, park model or modular home?			
Is zoning by-law relief required? (Confirm with Planning Section)			

# 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			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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> ?			<input type="checkbox"/>	<input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
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., 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.

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]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> 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 style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">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 style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p style="margin-left: 40px;">The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">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> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date <span style="margin-left: 150px;">Signature of Designer</span></p>			

NOTE: 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.

1. 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.
2. Application for a Permit to Construct or Demolish – Effective January 1, 201

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

**1. Sewage Flow Table 8.2.1.3.A.**

- a) Number of bedroom up to 5 bedrooms: \_\_\_\_\_ = \_\_\_\_\_ Litres (1)  
**ADD**
- b) Each bedroom over 5 bedrooms: \_\_\_\_\_ = \_\_\_\_\_ Litres (2)  
**OR**
- c) Living space: \_\_\_\_\_ m<sup>2</sup>  
 Each 10m<sup>2</sup> or part of it) over 200m<sup>2</sup> up to 400m<sup>2</sup>: \_\_\_\_\_ x 100 = \_\_\_\_\_ Litres  
 Each 10m<sup>2</sup> or part of it) over 400m<sup>2</sup> up to 600m<sup>2</sup>: \_\_\_\_\_ x 75 = \_\_\_\_\_ Litres  
 Each 10m<sup>2</sup> or part of it) over 600m<sup>2</sup>: \_\_\_\_\_ x 50 = \_\_\_\_\_ Litres      Total: \_\_\_\_\_ Litres (3)  
**OR (whichever is the larger flow)**
- d) Total Fixture Units: \_\_\_\_\_  
 Each Fixture Unit over 20: \_\_\_\_\_ x 50 = \_\_\_\_\_ Litres (4)

**Total Sewage Flow:** (Q) (Add 1 + 2 or 3 or 4) \_\_\_\_\_ Litres

**2. Septic Tank Size**

Residential Occupancy: Sewage Flow: \_\_\_\_\_ x 2 = \_\_\_\_\_ Litres (Minimum - 3600 Litres)

**3. Leaching Bed Size 8.7.3.1 – 8.7.3.1.A. – 8.7.3.2.** (Dosing pump or siphon required over 150m) (Maximum 30m in each run of trench)

- a) Length of Pipe or Type 1 Chamber =  $\frac{\text{Sewage Flow} \times \text{Percolation Time}}{200}$   
 $L = \frac{QT}{200} = \frac{\quad \times \quad}{200} = \quad$  m. of trench \_\_\_\_\_ ft. of trench  
 (Total Length of trench 40m Minimum)

**OR**

- b) Level II, Level III, or Level IV Treatment Units or Type II Leaching Chamber (Provide make and model):

Length of Pipe/Chamber =  $\frac{\text{Sewage Flow} \times \text{Percolation Time}}{300}$

$L = \frac{QT}{300} = \frac{\quad \times \quad}{300} = \quad$  m. of trench \_\_\_\_\_ ft. of trench  
 (Total Length of trench 40m Minimum)

**4. Loading Rate for Fill-Based Absorption Trenches and Filter Beds (Extended Contact Area) Table 8.7.4.1.**

Loading Rates	Percolation Time	Loading Rate (L/m <sup>2</sup> /day)
	1-20	10
	20-35	8
	35-50	6
	>50	4

Sewage Flow ÷ Loading Rate = m<sup>2</sup> of contact area  
 \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ m<sup>2</sup> of loading area  
 (Total area under bed & mantle area)

SOIL CONDITION	
Depth (metres)	Soil Type
0	
0.5	
1.0	
1.5	
Show Rock Elevation _____	
Show Water Table _____ W	

**5. Filter Bed Size 8.7.5.2.(3)&(4)** (minimum 10 m<sup>2</sup> and max 50 m<sup>2</sup> for each separate filter bed)

- a) Sewage Flow < 3000 Litres/Day: Sewage Flow ÷ 75 = m<sup>2</sup>  
 \_\_\_\_\_ ÷ 75 = \_\_\_\_\_ m<sup>2</sup> of filter bed

- b) Sewage Flow > 3000 Litres/Day: Sewage Flow ÷ 50 = m<sup>2</sup>  
 (Requires 2 Filter Beds of Similar Size)  
 \_\_\_\_\_ ÷ 50 = \_\_\_\_\_ m<sup>2</sup> of filter beds ÷ 2 Filter Beds = \_\_\_\_\_ m<sup>2</sup> per filter bed

**6. Filter Bed Contact Area of Filter Sand 8.7.5.3.(6)**

Area =  $\frac{\text{Sewage Flow} \times \text{Percolation Rate}}{850}$  = \_\_\_\_\_ m<sup>2</sup> of contact area

$A = \frac{QT}{850} = \frac{\quad \times \quad}{850} = \quad$  m<sup>2</sup> of contact area

\*Contact area (6) is to be no less than the filter bed size (5)\*

Owner/Contractor/Designer's Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Hastings Highlands

*Beautiful By Nature*

OFFICE USE ONLY
Fee: \$157.50 – credited if new sewage system is required at time of the building permit application
Fee Receipt Number: _____
Date Fee Received: _____

## Application for a Review of Septic System Requirements for: Building Additions, Renovations, and Additional Buildings

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(number) (street) (town, hamlet, etc.) (postal code)

Township Lot #: \_\_\_\_\_ Concession #: \_\_\_\_\_ Township: \_\_\_\_\_

Plan #: \_\_\_\_\_ Sub Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Civic (Emergency, Fire, 911) or Roll # \_\_\_\_\_

Street: \_\_\_\_\_

Type of Building: \_\_\_\_\_  
(single family dwelling, seasonal dwelling, type of business)

Water Supply:    Drilled Well [  ]    Dug or Bored Well [  ]    Other (Please specify) \_\_\_\_\_

Reason for Application Describe proposed changes: (draw diagram on reverse)

### Existing Sewage System Information

Indicate Type:    Septic tank/leaching bed [  ]    Holding tank [  ]    Other (please specify) \_\_\_\_\_

Do you possess records respecting your existing sewage disposal system?

Yes [  ]    If 'yes', please attach a copy of the **Installation Report/Use Permit** issued for your existing system

No [  ]    If 'no',    1) What year was the sewage system installed? \_\_\_\_\_    2) Year premises built \_\_\_\_\_

The Municipality can search our records for the information (Please refer to our Application for a Copy of the Septic System Permit and/or Installation Report). If the record of your sewage system is not available and if there is an increase in sewage flow, a new sewage system or upgrade may be required. Alternatively, the applicant may engage the services of an engineer or private sewage system inspector with a BCIN# to conduct a study on the sewage system for which a permit does not exist. If the system is found to meet all the requirements of the Ontario Building Code, the existing system may be accepted. Contact your private sewage system inspector to discuss further. A decrease in the 'performance level' beyond the capacity of any component in the system would require compensating construction (upgrading)

### Existing Use

<b>State the number of:</b>	Bedrooms	Showers & Bathtubs	Wash Basins	Toilets	Kitchen Sinks	Clothes washer / dishwasher	Laundry Tubs	Floor drains (connected to the sewage system)

Total Area of Living Space on Property (includes guest cabins, bunkies, etc.) \_\_\_\_\_ **sq.ft.**

### Total Proposed Use (Including Existing & Proposed)

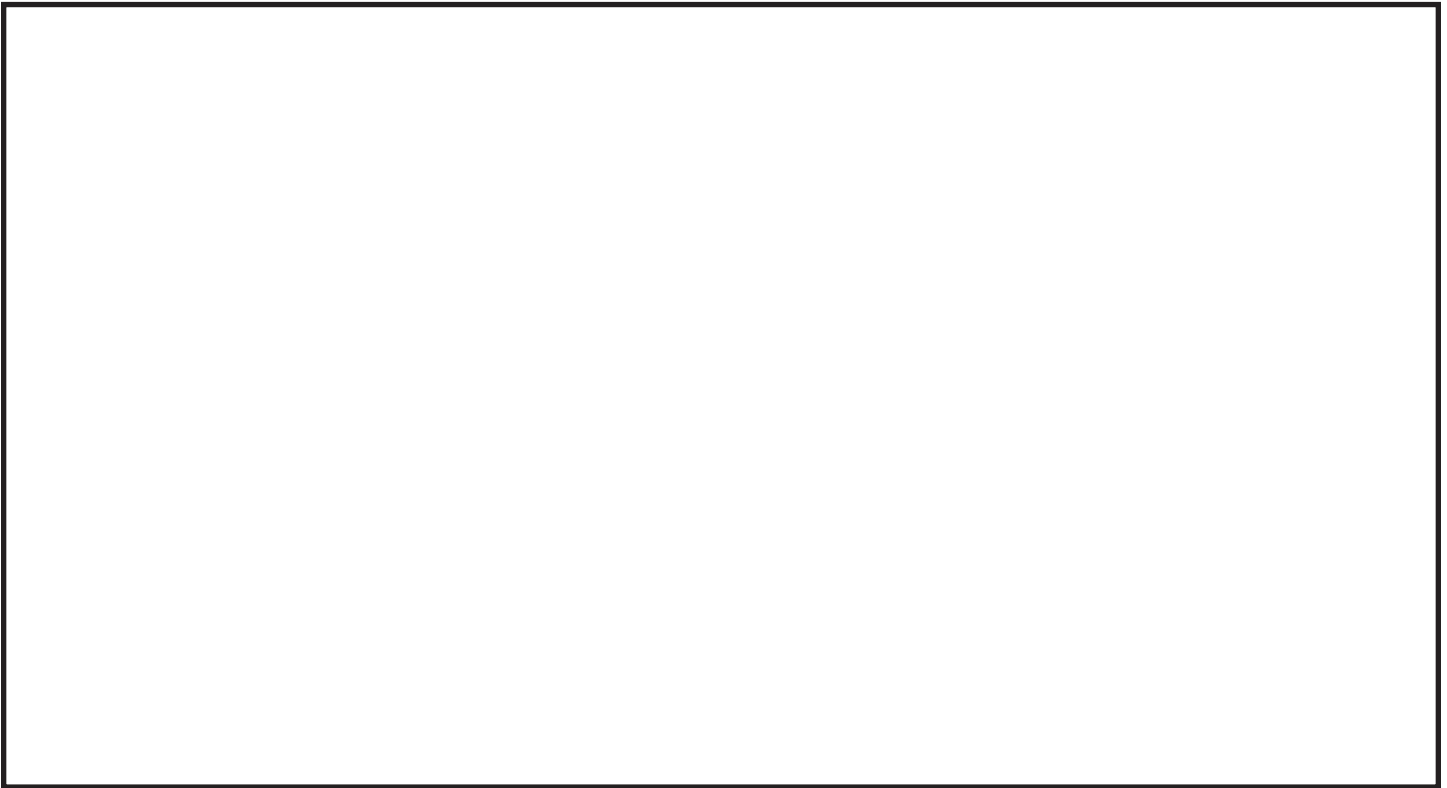
<b>State the number of:</b>	Bedrooms	Showers & Bathtubs	Wash Basins	Toilets	Kitchen Sinks	Clothes washer / dishwasher	Laundry Tubs	Floor drains (connected to the sewage system)

Total Area of Living Space on Property (includes guest cabins, bunkies, etc.) \_\_\_\_\_ **sq.ft.**



## LOT DIAGRAM AND SEPTIC SYSTEM PLAN

(Show all structures and well locations, dimensions and separation distances for what is existing and proposed)



**Note:** In order for the Municipal septic system inspector to carry out a proper evaluation of the owner's proposal and property, all of the required information must be completed **TO AVOID DELAYS**.

### Attention Applicant or Agent

Personal information contained on this form is collected pursuant to the Ontario Building Code Act 1992 as amended, and will be used for the purpose of considering your application for a permit.

**I certify that the information contained on this application form is complete and correct to the best of my knowledge.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's signature must be provided or a letter from the owner appointing an authorized agent.

Municipality of Hastings Highlands' Building Department  
33011 Hwy 62N  
P.O. Box 130, Maynooth,  
Ontario K0L 2S0  
Telephone: 613-338-2811 ext 255  
Website: [www.hastingshighlands.ca](http://www.hastingshighlands.ca)



*Hastings Highlands*  
*Beautiful By Nature*

OFFICE USE ONLY

FEE: \_\_\_\_\_

DATE FEE RECEIVED \_\_\_\_\_

**Application for a Copy of Septic System Permit and/or Installation Report**

**Property Information:**

Property Owner(s) \_\_\_\_\_

Municipal Address \_\_\_\_\_

Roll # \_\_\_\_\_ Lot # \_\_\_\_\_

Concession # \_\_\_\_\_ Plan # \_\_\_\_\_

**Sewage System Information:**

Septic Permit Number (if known) # \_\_\_\_\_

Approximate year the sewage system \_\_\_\_\_

Search Requested By:

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

PICK UP (should be available in three business days)       MAIL (should be received in 5 to 10 days)

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

\_\_\_\_\_  
 Date

**Note: \$50.00 fee is required.** Cheques are to be made payable to the Municipality of Hastings Highlands

Municipality of Hastings Highlands' Building Department  
 33011 Hwy 62N  
 P.O. Box 130, Maynooth,  
 Ontario K0L 2S0  
 Telephone: 613-338-2811 ext 255  
 Website: [www.hastingshighlands.ca](http://www.hastingshighlands.ca)

## 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>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"> <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> <p>_____</p> <p style="text-align: center;">Date <span style="margin-left: 200px;">Signature of applicant</span></p>			

## Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

### COMPLETING THE FORM

#### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

#### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 *Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

#### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

### BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

#### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.

# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)-This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority

Application No:	Model/Certification Number
-----------------	----------------------------

## A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

**SB-12 Prescriptive (input design package):** Package: \_\_\_\_\_ Table: \_\_\_\_\_

## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

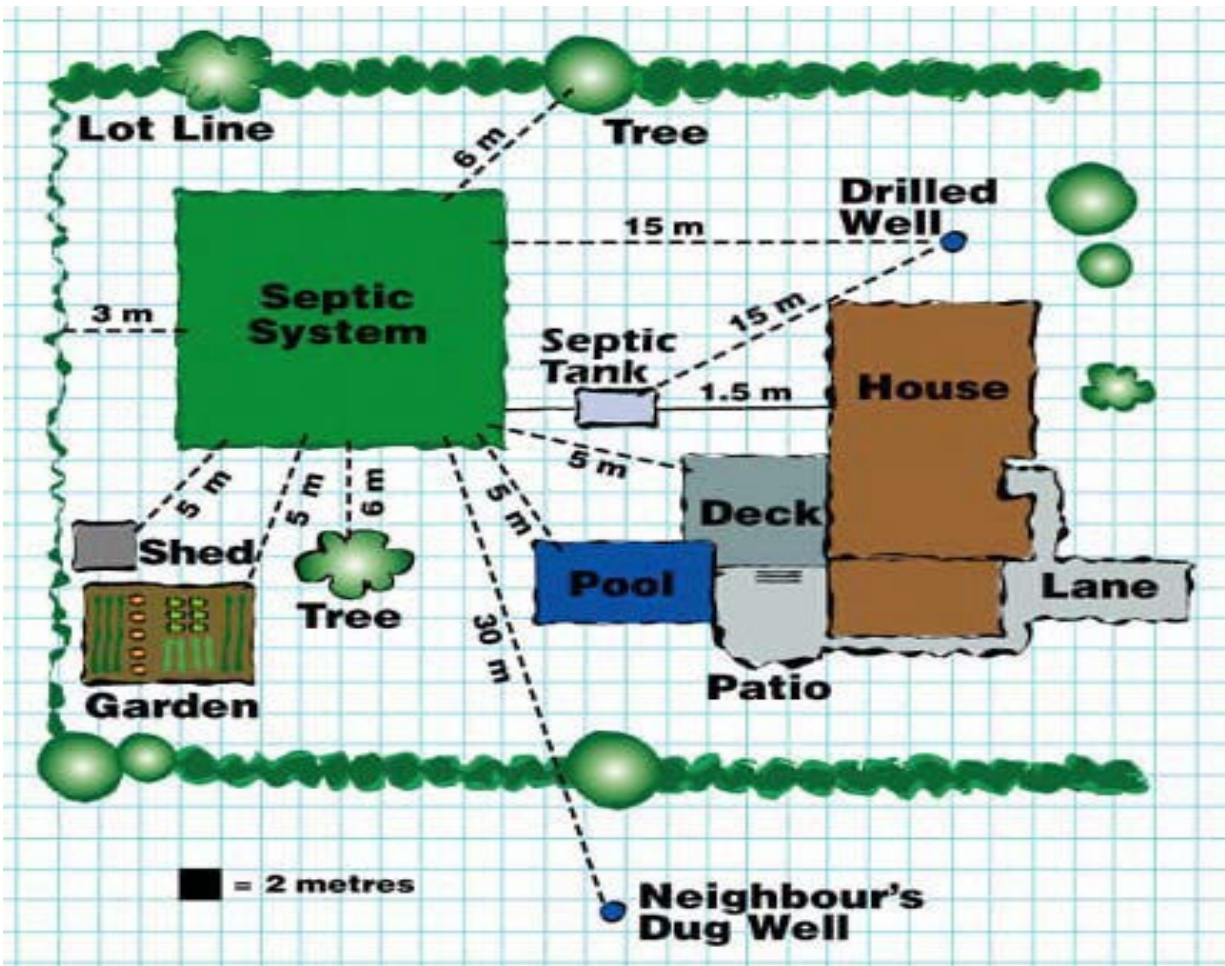
Energy Efficiency Substitutions			
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))			
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))			
<input type="checkbox"/> Airtightness substitution(s)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____		
Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____		
	Required: _____		Permitted Substitution: _____
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component
	Nominal	Effective	<b>Efficiency Ratings</b>
<b>Thermal Insulation</b>			<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating
Ceiling with Attic Space			Windows/Sliding Glass Doors
Ceiling without Attic Space			Skylights/Glazed Roofs
Exposed Floor			<b>Mechanicals</b>
Walls Above Grade			Heating Equip.(AFUE)
Basement Walls			HRV Efficiency (SRE% at 0° C)
Slab (all >600mm below grade)			DHW Heater (EF)
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))
Slab (all ≤600mm below grade, or heated)			Combined Heating System
			# Showers _____

(1) U value to be provided in either W/(m<sup>2</sup>.K) or Btu/(h.ft<sup>2</sup>.F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

## Planning your lot and onsite sewage system



For more information on septic systems and their care please visit our web site [www.oowa.org](http://www.oowa.org)

Information provided courtesy of the Ottawa Septic System Office

