

Ontario Building Code Clearance and System Review Application



Check applicable project: Addition Renovations Accessory Structure Swimming Pool

To ensure that the application can be processed without delays, the applicant must confirm that the application is complete, with all information requested and forms completed to a level of detail that does not leave any uncertainty.

1. Applicants name, property address (civic);
2. Design drawings outlining Lot size, property dimensions, roads, existing rights-of-way, easements, or municipal/utility corridors;
3. Show and identify neighbouring properties, including wells on adjacent properties (document if any at all);
4. Show the location and size of all proposed and/or existing sewage system components (tanks, pump chambers, alarms, distribution bed, treatment units);
5. Show the distance setbacks from sewage system components to proposed and/or existing structures;
6. Show the distances of sewage system components to all property lines, easements, rights-of-way, driveways, structures, and wells;
7. Show the direction of water flow (direction of surface slope);
8. Show any surface water (creek, pond, lake) on or adjacent to the property and provide the common name
9. Indicate the direction of North on the site plan.
10. A copy of all previously issued sewage system permits and completion certificates for the existing sewage system.
 - a. If the applicant does not have a copy of the permit or completion certificate for the sewage system, Loyalist Township will perform a record search at an additional cost. If permits or completion certificates are not available for the sewage system, a detailed report from a licensed/qualified (BCIN holder) professional may be deemed acceptable if sufficient information is provided to carry out the assessment.

FEE SCHEDULE – (SUBMIT WITH APPLICATION)

File Review – Renovations and Additions Review of septic system performance level for renovations or building additions	\$500.00
File Review – Pools and Accessory Structures Review of septic system performance level for adding a pool shed or garage	\$250.00
Sewage System Search	\$150

Sewage System File Review

Date Received	
Permit Number	
Receipt #	

CORRESPONDENCE TO BE MAILED TO (if different from project information address)			
Contact name			
Mailing address			Postal code
Telephone	Cell phone	Fax Number	
Email			

PROJECT INFORMATION				
Property Owner's name			Telephone	
Building number, street name			Unit no.	Postal code
Assessment roll no.			Township	
Lot	Con.	Sub-lot	Plan	Parcel
Builder of dwelling/building:			Year Built:	

BUILDING INFORMATION (Bedrooms and Floor Area)						
	EXISTING	+	NEW (Proposed)	=	TOTAL	OFFICE USE
# Bedrooms		+		=		
Floor Area (m ²)	m ²	+	m ²	=	m ²	

DESCRIPTION	DWELLING #1		BOATHOUSE		SLEEPING CABIN		Other:_____		# UNITS PER FIXTURE	FIXTURE UNITS
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed		
Bathroom group (1toilet, 1 sink, 1 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 =	
Floor Drains									X 2 =	
Other:_____										
FIXTURE UNITS									Total:	
FINISHED FLOOR AREA		m ²		m ²		m ²		m ²	Total:	m ²
# OF BEDROOMS									Total:	

* Tub/shower combos count as 1.5 units, additional shower heads (2-3 = 3 f/u, 4-6 = 6f/u)
 ** Sinks in addition to bathroom group ass 1.5 units each or if separate trap/drain

DESCRIBE PLANS / RENOVATIONS		
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DESCRIBE NATIVE SOIL TYPE ON PROPERTY (DESIGN T-TIME)		Soil Percolation Time (T)= _____
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SITE PLANS – (SUBMIT WITH APPLICATION)

Site Plans are the most important part of the application. All plans or site maps must be completed **IN INK** must not be drawn on paper exceeding 11"x 17" in size. They must be **LEGIBLE** and contain **ALL** information as listed on Page 1 of this application. These can be surveys or drawings if they are accurate and to scale.

Declaration of Applicant

I _____ understand that it is my responsibility
(print name)

to ensure that the information provided is true and accurate and that Loyalist Township will not be held responsible for incorrect information provided to it by an applicant.

Date

Signature of Property Owner

NOTE:

If the person signing the application is not the owner; a signed letter from the owner authorizing the person to act on the owner's behalf must accompany the Sewage System File Review.

SUBMIT APPLICATION TO:

Economic Growth and Community Development Services
Building Division
18 Manitou Cres., W.
Amherstview, ON, K7N 1S3