

Building Permit Application Checklist (Private Onsite Sewage Systems)

The Durham Region Health Department is responsible for approving the design, repair and installation of private on-site sewage system that fall under the Ontario Building Code. Once an application has been submitted and deemed complete, an administrative support staff will process the application and distribute to an Inspector for review. As part of this review, the Inspector will conduct an on-site inspection to confirm the design details and to view a test hole (if applicable). A building permit will be issued within 10 business days of the application being deemed complete or an e-mail outlining the reasons the permit cannot be issued will be sent to the applicant.

Electronically submitted applications must be sent to buildingapplications@durham.ca.

The following documents are required for a complete application:

- Application for a Permit to Construct or Demolish** – signed and dated by applicant
*Property Roll number and legal description of the property is required.
*Ensure all other applicable law has been met (e.g. Conservation Authority approval) before answering yes to H(iii).
- Schedule 1:** Designer information (page 3 of application) *Engineers do not need to sign this form but we request their information is filled out.
- Schedule 2:** Installer information (page 4 of application, signed and dated by applicant).
- Schedule A (Page 1 and 2)** – Completed by the designer. This must include test hole availability, all calculations in appropriate boxes and the soil classification.
- Design drawing(s)** Site plan/lot layout, detailed sewage system design and a cross section. *refer to A-8.2.1.2.(1) of the Ontario Building Code.
- A grain size analysis or percolation test results** *Mandatory for all Class 4 sewage system designs.
- Fee payment** *see payment instructions at <https://www.durham.ca/en/health-and-wellness/sewage-and-septic-systems.aspx>

The application will be deemed incomplete, and a review of the application will not be initiated if any of the above information is missing. This department will make a request for any information that is missing.

Building permits will be sent to the applicant via the method used to submit the application. A copy of all building permits are sent to the corresponding Municipal office.

**Once a building permit has been issued, ANY changes to the proposed sewage system or building must be submitted to this department as an amendment request and the corresponding fee must be provided. Please note that an amendment request is subject to the same 10 business day review time as a new application.

Note: No work on-site can be started until a Building Permit has been issued or written approval from this department has been provided.



Durham Health Connection Line
905-668-2020 or 1-800-841-2729
durham.ca/health



If you require this information in an accessible format, contact 1-800-841-2729