



Ottawa Septic Bureau des systèmes  
System Office septiques d'Ottawa

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**SEPTIC PERMIT NO.**

**INSTALLER:**

**PROPERTY OWNER:**

**RE:**

## SEWAGE SYSTEM PERMIT CONSTRUCTION REQUIREMENTS

### To the Applicant:

Attached is your Sewage System Permit. Your first inspection is complete. **Two more inspections are required before your proposed sewage system can be approved for use (three more inspections for clay soils/bedrock).** You, the applicant, must call the Ottawa Septic System Office (613-692-3571 or 1-800-267-3504) for inspections at the following stages of construction

#### 1. CLAY SOILS/BEDROCK ONLY (IF REQUIRED)

In clay soils/bedrock, a site preparation inspection is required. The total contact area must be properly scarified. Scarification must be done under dry conditions prior to importing leaching bed fill.

#### 2. INSTALLATION INSPECTION — SECOND INSPECTION

When the sewage system is substantially completed (i.e., before the final fill is placed over the septic tank and leaching bed system) an installation inspection is required.

Prior to any inspection request, the following must be submitted:

- ① "as-built components" and "as-built drawings" — see attached form
- ② "engineer letter" — if the system is engineered
- ③ grain size analysis and weight bills for all Filter Media types of septic systems

#### 3. FINAL GRADING INSPECTION — THIRD INSPECTION

When construction of the sewage system is complete, a final grading inspection is required.

Before a Certificate of Completion can be issued, the following must be complete:

- ① the leaching bed and septic tank must be covered with the final fill and topsoil and graded
- ② the mantles (if required) must be in place and all conditions of the Sewage System Permit must be met
- ③ Three (3) of the holes from an outside corner to another (in diagonal) must be provided. The openings must expose the geotextile or paper on top of the distribution pipes.
- ④ The four (4) corners of the bed must be staked.

### Note:

No person shall make a material change or cause a material change to a plan, specification, document or other information on the basis of which this permit was issued without notifying, filing details with, and obtaining the authorization of the Chief Building Official as designated for the purposes of Part 8 of the *Ontario Building Code*.

The Ottawa Septic System Office has designed the following personnel for the purposes of Part 8 of the *Building Code Act*.

# AS-BUILT COMPONENTS

(required prior to installation inspection)

## Elevations of installed system must be supplied with this report (in reference to the TBM).

Exact size and location of all structures, well(s) and system(s) and its components must be shown (including neighbouring lots).

**Septic/Holding Tank:** \_\_\_\_\_ L

Manufacturer: \_\_\_\_\_

concrete     plastic     other

Filter:  no     yes \_\_\_\_\_ make

**Treatment:** Make \_\_\_\_\_

**Unit:** Model \_\_\_\_\_

Diameter of pipes \_\_\_\_\_ mm/inches

Make of pipes: \_\_\_\_\_

Ends:  capped     interconnected

Number of runs: \_\_\_\_\_ m

Length of runs: \_\_\_\_\_ m

Stone area \_\_\_\_\_ m<sup>2</sup>

### Filter media:

Amount Purchased: \_\_\_\_\_ kg

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

Supplier: \_\_\_\_\_

Grain/size analysis by: \_\_\_\_\_

Analysis dated: \_\_\_\_\_

### Stone:

Amount Purchased: \_\_\_\_\_ kg

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

Supplier: \_\_\_\_\_

Name of owner: \_\_\_\_\_

Installer: \_\_\_\_\_

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

License Number: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

### Pump Systems:

ESA Permit #: \_\_\_\_\_

Volume discharge rates: \_\_\_\_\_ /15min

Alarm location: \_\_\_\_\_

Dimension of Pump Chamber: \_\_\_\_\_

Height of Float Switch: \_\_\_\_\_

### Grease Interceptor:

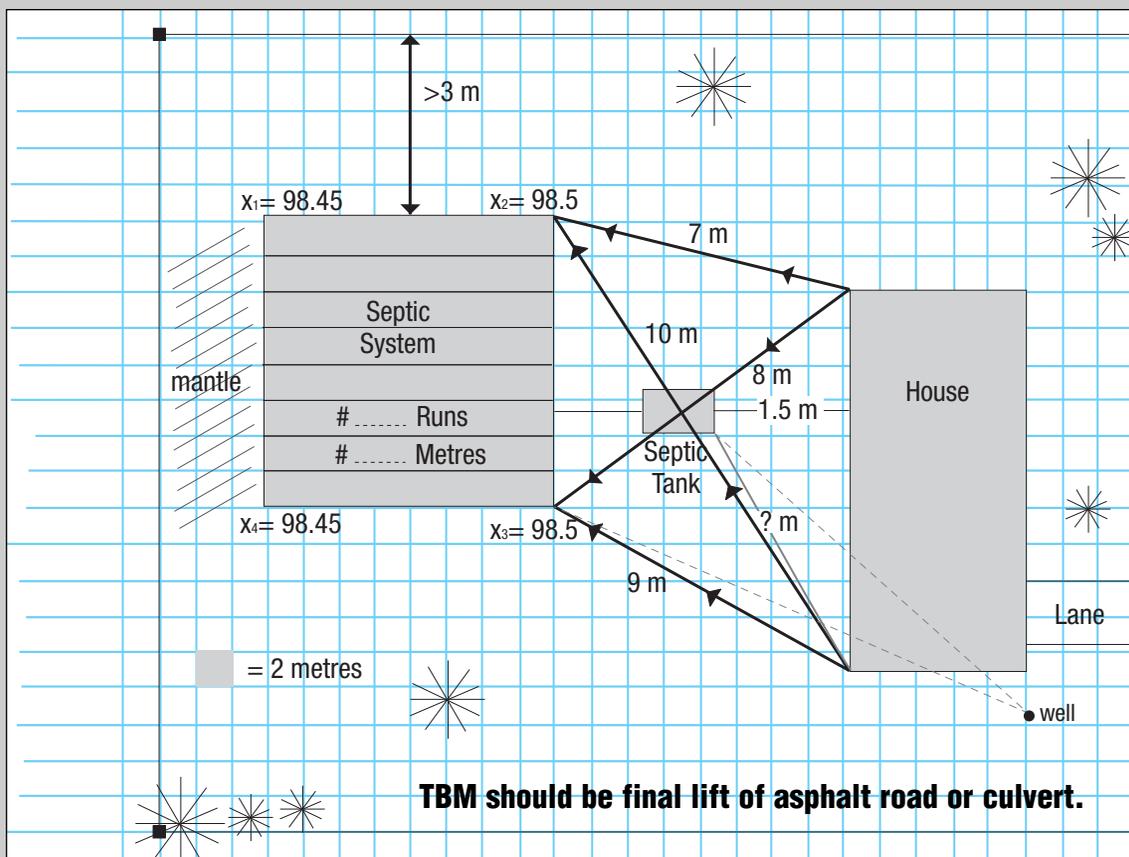
no     yes    Size: \_\_\_\_\_

Location: \_\_\_\_\_

**\* Grain Size Analysis and weight bills must be supplied with this report.**

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**NOTE:** All as-built drawings must be cross-referenced to the house in two (2) locations.



**NOTE:**

Drilled well • 15 metres to septic tank  
• 15 – 18 metres to distribution pipes

Dug well • 15 metres septic tank  
• 30 – 33 metres to distribution pipes

# AS-BUILT DRAWING



Scale: 1 = 1 metre

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