

Building Permit Checklist for Septic Systems

Accepted By: _____

Name of Applicant: _____ Initial _____ Date _____

Your application will be reviewed and full comments provided within _____ business days.

The following is a list of drawings/documents which are required to be submitted in order to obtain a building permit.

MANDATORY TO APPLY FOR PERMIT	Description	Rec'd	Comments
	Site Plan Approval and Site Plan Agreement (including Oak Ridges Moraine)		If applicable
	Niagara Escarpment Commission Approval		If applicable – (905) 877-5191
	Toronto Region Conservation Approval		If applicable – (416) 661-6600, ext 5221 to book appointment
	Credit Valley Conservation Approval		If applicable – (905) 670-1615
	CTC Source Protection Plan		If applicable – www.ctcswp.ca
	Approval from Ministry of Transportation for buildings/structures within 45m of Hwy # 9, 10 or 400 series or within 395m of an intersection of Hwy 9, 10 or 400 series		If applicable – (416) 235-5385 or 1-866-636-0663
	* Site Plan/Grading Drawing		For requirements, see below.
	* Design of Septic System		
* Soils Analysis			
Application(s) & Payment			

***2 SETS OF ALL DRAWINGS/DOCUMENTS ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION** - Please be advised that additional information may be required following a full review of your application.

Site Plan Requirements:

1. Property Lines
2. Lot and Plan Number
3. Existing house and assumed finished floor elevation for the main floor.
4. Any other buildings on the property.
5. Septic tank, tile bed and elevations relative to the house.
6. Minimum dimensions from the tank and the tile bed to the house, property lines, other structures, wells and watercourses.
7. Existing lot elevations and drainage patterns.
8. Existing swales
9. Proposed change in grading, if any and location of fill if any.
10. Location of any slopes and embankments.
11. Location of test hole (evaluation pit) on the tile bed.
12. All wells located within 50m radius. Indicate if well is drilled or dug.

Revised: Oct/15



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