



Performance Level Review and Change of Use Application Package

Building Additions and Change of Use that Affect the Performance of an On-site Sewage System

This application is required when an owner of an on-site sewage system is proposing any of the following.

1. An addition to an existing building, increase in bedrooms, increase in living space, or increase in water using fixtures for any building serviced by an on-site sewage system.
2. The construction of a pool, garage, shed or any building that may impact or encroach on the on-site sewage system.
3. Any change in occupancy, use or reduction of the performance level of an on-site sewage system.

Instructions

1. Please complete all sections of the *Performance Level Review and Change of Use Application Package* and return the completed application and fee to:

Southwestern Public Health
410 Buller Street
Woodstock, Ontario
N4S 4N2


Attn: Chief Building Official

Fee Schedule	
Performance Level Review	\$227 + HST = \$257
Change of Use	\$340
Please make your cheque payable to: Southwestern Public Health	

Size of existing septic tank	Size of leaching/ filter bed	
Using the attached worksheet A: Site Plan and Specifications, please provide the following information.		
a) Location of sewage system components (e.g. tanks, leaching bed); b) Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbouring well locations), surface water supplies (i.e. streams, rivers, water courses), existing on-site sewage systems, driveways, property lines, and swimming pools / spas; and c) Lot dimensions topographic features (e.g. steep slopes, drainage ditches) near system.		
Addition or Alteration to Building		
	Yes	No
Will the change add more bedrooms to the building?		
Will the gross living space be increased by more than 15 percent?		
Will there be additional plumbing fixtures added? If yes, please complete worksheet B: Fixture Units		
Will there be a change in type of occupancy? If yes, please state:		
Declaration of Applicant		
I, _____ certify that:		
(Print Name)		
1. The information is complete and correct; 2. Any work will conform to the Ontario Building Code; and 3. Any changes from the plans, specifications or building locations proposed in this application must be provided to Southwestern Public Health for approval prior to any work being done.		
Date: _____	Signature of applicant: _____	
Total fee payable to: Southwestern Public Health		
If upon review, the existing sewage system requires upgrading under the Ontario Building Code, an application for a building permit must be completed and submitted to Public Health. The fee for this performance level review will be deducted from the building permit application fee.		
For Office Use Only		
Size of septic tank required for proposed development:		
Size of leaching/filter bed required for proposed development:		
Inspector's Recommendations		
<input type="checkbox"/> Performance level of existing system will not be affected by proposal and horizontal separation distances meet the requirements of the Ontario Building Code. No objections to building permit issuance. <input type="checkbox"/> Performance level will be reduced. Upgrading is required (OBC 11.4.3.6).		
Comments		
Date: _____ Signature of Inspector: _____		
Personal information on this form is collected under the authority of the Building Code Act and will be used to establish the identity of the property ownership for communication purposes. Questions regarding the collection should be directed to the Manager of Health Protection, Southwestern Public Health.		

Worksheet A: Site Plan & Specifications

	For Office Use Only
Name of Applicant	Permit No.
<p>Using the attached site plan worksheet, please provide the following information</p> <ul style="list-style-type: none"> i. Scale: 1 block = _____ m/ft ii. Location of sewage system components (e.g. tanks, leaching bed) iii. Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbouring well locations), surface water supplies (i.e. streams, rivers, water courses), existing on-site sewage systems, driveways, property lines, and swimming pools / spas; and iv. Lot dimensions topographic features (e.g. steep slopes, drainage ditches) near system 	

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Worksheet B: Fixture Unit Count

						For Office Use Only	
Name of Applicant						Permit No.	
Fixtures	Number of Existing Fixtures	+	Number of Proposed Fixtures	X	Fixture Unit Count	=	Total number of Fixture Units
Bathroom group (toilet, sink, tub or shower) with flush tank					6		
Bathtub (with or without overhead shower)					1.5		
Shower stall					1.5		
Wash basin (1.5 inch trap)					1.5		
Watercloset (toilet) tank operated					4		
Bidet					1		
Dishwasher					1		
Sink (with/without garbage grinder(s), domestic and other small type single, double or 2 single with a common trap)					1.5		
Domestic washing machine					1.5		
Combination sink and laundry tray single or double (installed on 1.5 inch trap)					1.5		
Other:							
Other:							
Other:							
Total Fixture Units							

Notes

1. See Division B – Part 7 Table 7.4.9.3 of the Ontario Building Code for a complete listing of fixture types and units.
2. Sump pumps and floor drains are not to be connected to the sewage system. Connection of such fixtures to a sewage system may lead to a hydraulic failure of the system. The sump pump and floor drains should be discharged separately to an approved Class 2 (leaching pit) sewage system.
3. Where the laundry waste is not more than 20% of the total daily design sanitary sewage flow, it may be discharged to a sewage system (Section: 8.1.3.1(2)).