



CHECKLIST: REVIEW OF PERFORMANCE LEVEL APPLICATION FOR AN EXISTING SEWAGE SYSTEM

The existing sewage system's performance level must be reviewed any time there is:

- an increase in the occupant load of an existing building,
- the addition of any of the following to a dwelling unit: bedrooms, more than 15% of the finished floor area, plumbing fixtures, or a combination of any of the three,
- a change of use or major occupancy, such as from residential to non-residential or a change in the type of non-residential occupancy,
- a change in the type or strength of sewage, including prohibited discharges, or
- a building or building addition encroaching on sewage system components.

Review of performance level applications must include the **below items in bold** to be accepted by Building Services. Applications may be refused if items are missing, not readable, or are incomplete.

- ☐ **1) One (1) page General Application form**
- ☐ **2) One (1) page Design Criteria form**
- ☐ **3) Agent Authorization form (not needed if homeowner is applicant)**
- ☐ **4) Site Plan Diagram* – must show the following:**
 - **the total dimensions/area of the property and an arrow indicating North,**
 - **the location, dimensions and area of the pool in relation to the property,**
 - **the street or lane name, address and driveway location,**
 - **the location of any door within the walls of a building or structure, if the walls of that building or structure are proposed to form part of the pool enclosure,**
 - **distance from any of the following items to the proposed pool: property lines, fence(s), the pool pump, existing and/or proposed structures, the high water mark, watercourse, any other waterbody, sewage system components (septic tank, leaching bed), overhead power lines.**

*Required when the existing sewage system's performance level may be impacted by a new build or an addition to an existing building. This can be because of a change in the type or amount of sewage, as well as the new build encroaching on the required horizontal clearance distances.

- ☐ **5) Construction drawings of the proposed floor plan and a floor plan sketch of the existing floor plan, showing all floors of the dwelling with exterior dimensions, room labels and a list of plumbing fixture types per room. Only one (1) set of drawings and a PDF copy is needed if the drawing set is legible at 11" x 17" or smaller.**

A PDF copy of item 5 must be submitted electronically at the time of application.

If the sewage system also serves non-residential occupancies, such as a store, the Daily Design Sewage Flow calculations for those non-residential occupancies will need to be provided with the review of performance level application.

A copy of any of the following items may also be requested as part of your application package: the deed or recent tax bill (proof of property ownership) and/or the most recent land survey.

Affected sewage system components must be upgraded or replaced to comply with current Ontario Building Code requirements if the review fails. Applicants will be credited with the fee paid for this application when applying for a permit to upgrade or replace the sewage system.



For Office Use Only	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: Township of South Frontenac

A. Project information				
Building number, street name, town, postal code				
B. Applicant information				
Last name	First name		Corporation or partnership	
Building number, street name, town				Unit
Municipality	Postal code	Province	E-mail	
Phone number		Cell phone number		
C. Owner information (if different from applicant):				
Last name	First name		Corporation or partnership	
Building number, street name, town				Unit
Municipality	Postal code	Province	E-mail	
Phone number		Cell phone number		

Design Criteria

DESCRIPTION	DWELLING				OTHER: _____			
	Total # of Existing	Total # of Proposed	# UNITS PER FIXTURE	TOTAL FIXTURE UNITS	Total # of Existing	Total # of Proposed	# UNITS PER FIXTURE	TOTAL FIXTURE UNITS
Bathroom group i 3 piece (toilet, sink, tub/shower)			x 6.0 =				x 6.0 =	
Additional toilet			x 4.0 =				x 4.0 =	
Bathtub or shower			x 1.5 =				x 1.5 =	
Additional sinks			x 1.5 =				x 1.5 =	
Kitchen sink			x 1.5 =				x 1.5 =	
Dishwasher			x 1.0 =				x 1.0 =	
Clothes Washer			x 1.5 =				x 1.5 =	
Laundry tub			x 1.5 =				x 1.5 =	
Other: _____			x =				x =	
FIXTURE UNITS	Total:				Total:			
FINISHED FLOOR AREA m²	Existing	Proposed	Total		Existing	Proposed	Total	
# OF BEDROOMS			Total:				Total:	

DESIGN FLOW CALCULATION TABLE				
Residential Occupancy			Volume (L)	Flows
(A) Bedroom flow	1 bedroom dwelling		750	
	2 bedroom dwelling		1100	
	3 bedroom dwelling		1600	
	4 bedroom dwelling		2000	
	5 bedroom dwelling		2500	
(B) Extra bedroom flow	Each bedroom over 5,		500	
(C) Living area flow	Each 10 m ² (or part thereof) over 200 m ² up to 400 m ² ,		100	
	Each 10 m ² (or part thereof) over 400 m ² up to 600 m ² , and		75	
	Each 10 m ² (or part thereof) over 600 m ² , or		50	
(D) Fixture count flow	Each fixture unit over 20 fixture units		50	

Daily Design Sewage Flow, Q = _____ liters/day A + (B or C or D)



**SOUTH
FRONTENAC**

Building Services
4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027
building@southfrontenac.net

Agent/Owner Authorization Form

Permit #: PR

A. Project location:

Street address:

B. Authorized agent of owner:

Last name:

First name:

Corporation/partnership:

Street address:

Postal code:

Province:

Phone number:

Cell number:

E-mail:

C. Parties authorized to receive inspection reports:

Company/Contractor	Contact email	Trade specific reports	All reports
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

D. Declaration of Owner:

I, _____, being the registered owner of the above noted property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

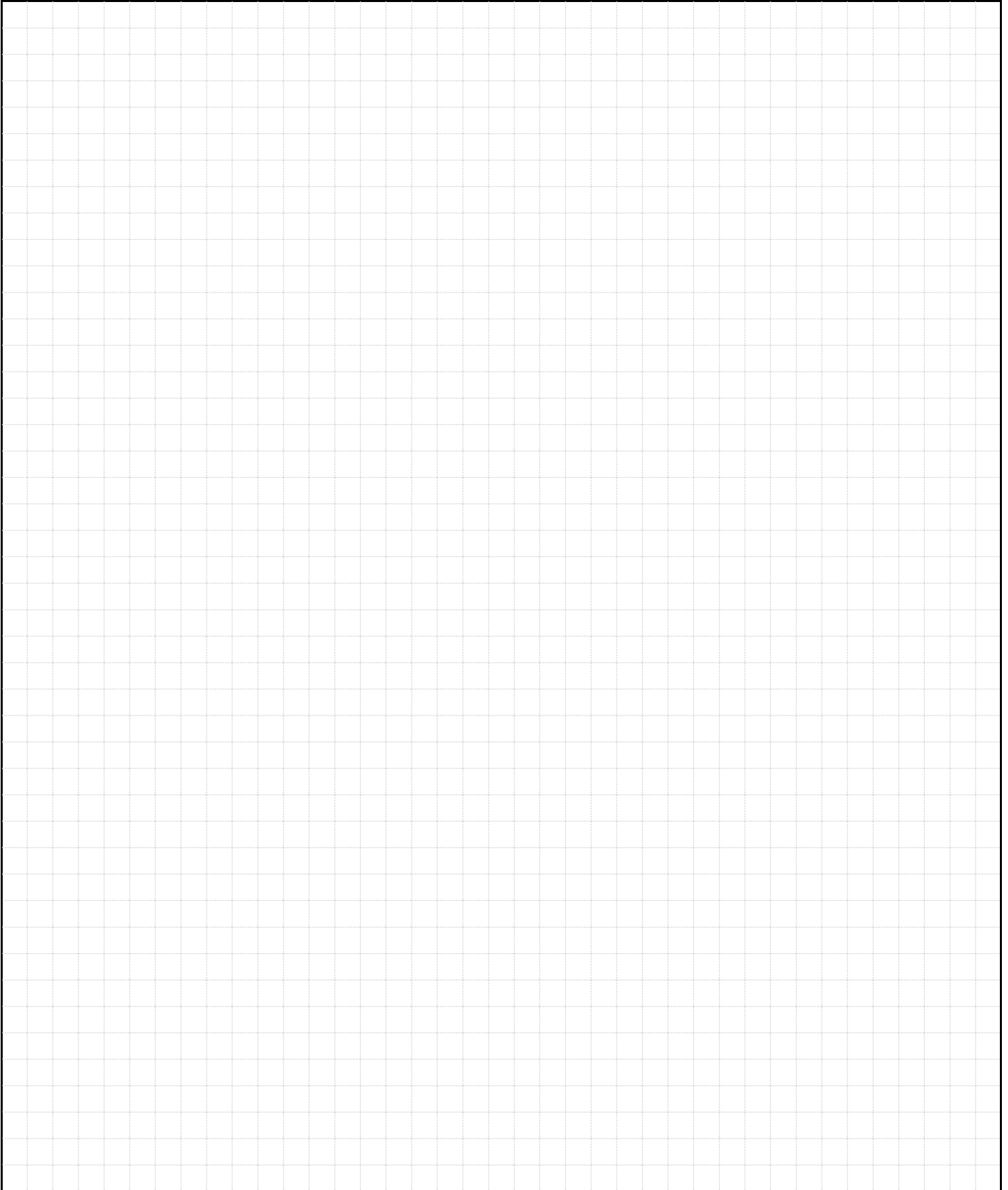
All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.

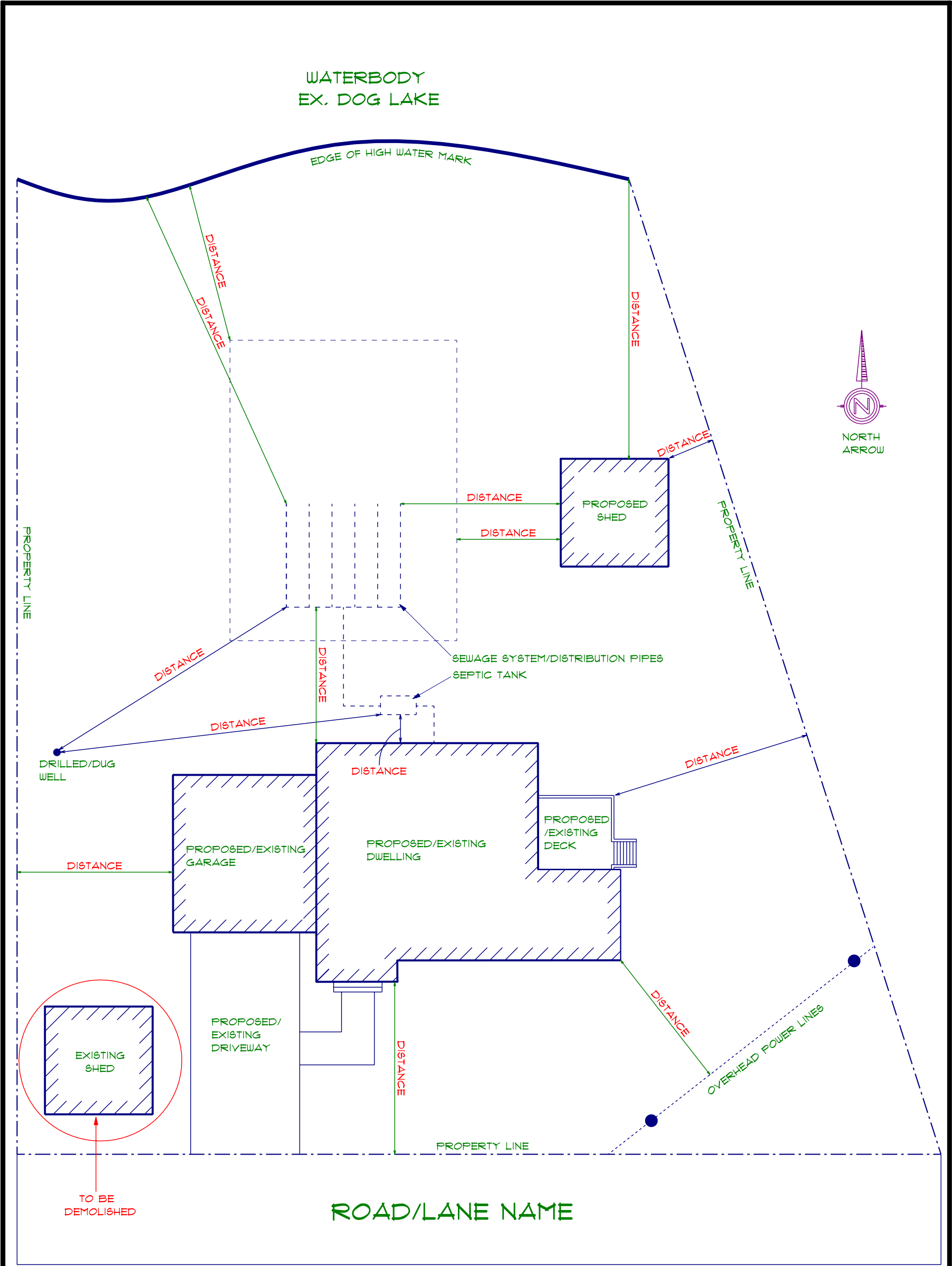
- ☐ I, as the registered owner of the above noted property, wish to be copied on all communication throughout the application and review process.
- ☐ I, as the registered owner of the above noted property, wish to receive a copy of all inspection reports.

Date:

Signature:

Note: It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to update this information if there are any changes. If this information is not provided, any assigned inspection reports will only be sent to the applicant for the above noted project.





SAMPLE PLOT PLAN

PROPOSED NEW DWELLING/SHED

SCALE - 1/8"=1'-0"

1234 SOUTH FRONTENAC ROAD