

# Private Sewage Disposal Permit Application



Has Work Started:  Yes  No

Permit Type:  Owner  Contractor

Building Permit Number: \_\_\_\_\_

Application Date (M/D/Y): \_\_\_\_\_

Completion Date (M/D/Y): \_\_\_\_\_

Owner Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

## REGIONAL MUNICIPALITY OF WOOD BUFFALO

Street Address: \_\_\_\_\_ Hamlet: \_\_\_\_\_

Unit #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Legal Subdivision: \_\_\_\_\_ Part of: \_\_\_\_\_ ¼ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rg: \_\_\_\_\_ W of: \_\_\_\_\_

Directions: \_\_\_\_\_

System Design Criteria (complete all applicable items):  Soil Log Report from two (2) test pits with Soil Analysis Report (attach copy)

Expected Volume of Effluent:  cubic meters per day  gallons per day  litres per day

Project Type:  Commercial(Conventional)  Industrial(Conventional)  Residential(Conventional) # of bedrooms: \_\_\_\_\_

Commercial(Advanced)  Industrial(Advanced)  Residential(Advanced) Depth to Water Table: \_\_\_\_\_

Site Evaluation Diagram: Attach a detailed site diagram including the system location in relation to buildings, distance to water supply and/or surface water bodies, and other pertinent information. (As Per Part 7 of the Private Sewage Standard of Practice 2015).

Project Information:  New Installation  Alteration  Description of Work: \_\_\_\_\_

Components Used:  Septic Tank Size: \_\_\_\_\_  Holding Tank Size: \_\_\_\_\_  Disposal Field Size: \_\_\_\_\_

Lagoon  Sand Filter  Packaged Sewage Treatment Plant  At Grade

Open (surface) Discharge  Treatment Mound; Size: \_\_\_\_\_

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days. The permit applicant acknowledges this permit may expire in one (1) year unless extended in writing by a Safety Codes Officer. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; The Regional Municipality of Wood Buffalo is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information of Privacy Act.

Contractor's Name (Print Please) \_\_\_\_\_

Contractor's Signature \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_

(Homeowner permits only)

Contractor's Certification Number: \_\_\_\_\_ Contractor's Contact Number: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ \*SCC Levy: \$ \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

\*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Payment Method:  Visa  Mastercard  Debit  Cheque  Cash

Authorization/Cheque # \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CSV Number: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

# Private Sewage Disposal Permit Application



## Permit Terms and Conditions

1. Inspections are required for all permits; and it is the applicant's responsibility to request the inspection when the work is ready. Contact 780-743-7813 or email [inspections@rmwb.ca](mailto:inspections@rmwb.ca)
2. Permits will be expired if:
  - a. Work does not commence within 90 days of permit issuance, or
  - b. Work is suspended or abandoned for a period of 120 days, and
  - c. Work is not completed within 1 year from issuance. One-time permit extensions may be granted where applicable.
3. This permit is only applicable to the work detailed in the Description of Work and all other work completed, that is not listed on this permit, will be in non-compliance with the **Alberta Safety Codes Act**.
4. The permit holder is responsible to notify the permit issuer and has the right to cancel the permit. Contact the permit issuer if the following occurs:
  - a. If the permit holder does not intend to complete the undertaking, or
  - b. If there is a change in ownership from the owner as stated on the permit application.
5. The permit issuer has the right to cancel your permit if it is found the permit was issued in error due to incorrect or insufficient information in respect to the permit, including permits applied for existing construction.
6. There are no refunds on permit fees once the permit has been processed.
7. No person shall deviate or authorize a deviation from a permit, or terms or conditions of a permit, without first obtaining the written permission of the permit issuer.
8. The permit holder will ensure that the construction site is identified.
9. The permitted work requires the approval of a Safety Codes Officer before any part of the building or system is covered or concealed. If required by a Safety Codes Officer, the owner shall uncover and replace at the owner's expense.
10. Permits must be inspected and compliant prior to the use and/or occupancy.
  - a. Commercial, Industrial and Institutional projects must have all the applicable trades permits inspected and compliant prior to issuance of the Occupancy Permit. A final building inspection may be required prior to the issuance of the Occupancy Permit.
  - b. Residential projects must have the applicable trades permits inspected and compliant prior to the final building occupancy inspection.
11. Residential properties that intend to develop a secondary suite must install a 125 amp or larger electrical service.
12. The installation of CSST gas piping is required to be completed by a certified installer and proof of certification will be required at the time of inspection.
13. Homeowner's that obtain permits must complete the work and will be taking responsibility for ensuring the undertaking complies with the applicable codes and standards. The permit issuer will cancel the Homeowner trades permits if:
  - a. A contractor is found completing the work.
  - b. You are not the registered owner of the residential premises in which the work is being performed.
  - c. You do not permanently reside 'in' or will reside 'in' the premises.
14. All trade permits for a legal suite are to be applied for by a contractor.
15. Only the permit applicant, representative of the applicant or owner is permitted to inquire about permit information, receive permit information and request inspections.
16. Re-inspection fees of \$175 plus SCC Levy will be applied to the permit record and no further inspections will be permitted until the fees have been paid, if:
  - a. The inspector is unable to complete an inspection due to unsafe access, no entry or unable to locate the site.
  - b. Deficiencies from a previous inspection were not corrected at the time of the re-inspection.

## Permit Declaration

The permit applicant/owner acknowledges that the installation will be completed in accordance with the Alberta Safety Codes Act, Permit Regulations, and Regional Municipality of Wood Buffalo Permit Policy. The personal information provided on this form is protected by the **Freedom of Information of Privacy Act**. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation.

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Applicant Name

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Applicant Signature

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Date