



APPLICANT: _____ Email: _____

REQUIRED INFORMATION FOR PERMIT APPLICATIONS

CHECKLIST FOR PRIVATE SEWAGE PERMIT APPLICATION

This application checklist shall be **completed** and **attached** to your Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered.

To expedite the evaluation your application must have:

- All submission requirements to be included in the application.
- All application documents must be clear, legible, precise, and be prepared to professional drafting standards.
- Where Engineering is required, all plans shall be stamped and signed by the registered professional responsible for design.
- Every document submitted must have a title block with the project name, legal and municipal address, and the name and phone number of the designer.

If the information is determined to be inadequate, the application shall be considered **incomplete**; and it will not proceed to review until the requirements have been satisfied.

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	1. Holding Tank: Documentation required prior to issuance: a. Estimated peak flow b. Sketch of the site, showing tank location, bodies of water or water courses, buildings, etc. As per Section 7 in the Alberta Private Sewage Systems Standard of Practice.(SOP) c. Alarm system. d. Septic tank CSA-B66	
<input type="checkbox"/>	<input type="checkbox"/>	2. Mound/Field a. Estimated peak flow. b. Sketch of the site, showing tank location, bodies of water or water courses, buildings, etc. As per Section 7 in the Alberta Private Sewage Systems SOP. c. Alarm system. d. Septic tank CSA-B66 e. Soil logs for at least 2 test pits; must have GPS coordinates and be written using correct nomenclature. f. Lab analysis for the most limiting layer. g. AOWMA worksheet with the mathematical breakdown sizing the soil-based treatment component (or equivalent).	
<input type="checkbox"/>	<input type="checkbox"/>	3. Open Discharge: a. Estimated peak flow. b. Sketch of the site, showing tank location, bodies of water or water courses, buildings, etc. As per Section 7 in the Alberta Private Sewage Systems SOP. c. Alarm system. d. Septic tank CSA-B66 e. Soil logs for at least 2 test pits; must have GPS coordinates and be written using correct nomenclature. f. Lab analysis for the most limiting layer (with sand analysis, if required).	
<input type="checkbox"/>	<input type="checkbox"/>	4. Applicable Fees: Permit fees (as outlined in the Fees, Rates, and Charges Bylaw, as amended) shall be made payable to the Regional Municipality of Wood Buffalo.	

You will receive email notification upon issuance of Permit. Conditions will be attached to the Permit. The work is required to comply with all conditions attached to the permit. It is imperative that the applicant carefully read and understand all the Permit conditions.

The personal information collected is authorized under Section 4 (c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. It will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.

Private Sewage Disposal Permit Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Permit Type: Owner Contractor

Building Permit Number: _____

Application Date (M/D/Y): _____

Estimated 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: _____

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Street Address: _____ Hamlet: _____

Unit #: _____ Lot: _____ Block: _____ Plan: _____

Legal Subdivision: Part of: _____ ¼ Sect: _____ Twp: _____ Rg: _____ W of: _____ Subdivision: _____

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) Number 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 2009).

Project Information: New Installation Alteration Description of Work: _____

Components Used: Septic Tank; Size _____ Holding Tank; Size _____ Disposal Field; Size _____ Lagoon Packaged Sewage Treatment Plant

Sand Filter Open (surface) discharge At Grade (variance required) 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 subject to the provisions of the Protection of Privacy Act.

Installer Name (Please print) _____ Installer's Signature _____ Homeowner's Signature (Homeowner permits only) _____

PSDS Certification 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 M/C Debit Cheque Cash Authorization / Cheque Number _____

Credit Card #: _____ CVC: _____ Expiry Date: _____ Date of Authorization: _____

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.
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, or
 - 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 not 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.
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 be compliant prior to the use and/or occupancy.
 - a. Commercial, Industrial and Institutional projects must have all applicable electrical, plumbing, gas and ventilation permits inspected and compliant prior to issuance of the Occupancy Certificate. A final building inspection may be required prior to the issuance of the Occupancy Certificate.
 - b. Residential projects must have all applicable electrical, plumbing, gas, and ventilation permits inspected and compliant prior to the final building Occupancy inspection.
11. Homeowners 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 permit 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.
12. Only the permit applicant, representative of the applicant or owner is permitted to inquire about permit information, receive permit information and request inspections.
13. Re-inspection fees 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 subject to the provisions of the Protection 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.

Applicant Name

Applicant Signature

Date

Private Sewage Disposal Permit Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Private Sewage System Site Evaluation Diagram

Date: _____

Legal Description: _____

Project Name: _____

↑N													<p>Show the proposed location of the onsite sewage system and the following items indicating their distances from the proposed system:</p> <ul style="list-style-type: none"> • trees • floodplains • wells • waste sources • surface water • bedrock • outcrops • buildings • property lines • easement lines • ditches or interceptors • banks or steep slopes • fills • driveways • existing sewage systems • underground utilities • soil test pit and borehole locations
drainage course 	slope direction 		Borehole B1 <input type="checkbox"/>				Test Pit P1 <input type="checkbox"/>				<p>Include GPS coordinates for:</p> <ul style="list-style-type: none"> • Property Lines • Well • Tank • Soil treatment component corners 		

Note: Additional information is required to be submitted separately for the system design detail.

Private Sewage Disposal Permit Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

SITE EVALUATION REPORT

The information requested in this document must be submitted with the permit application as required by the Private Sewage Systems Standard of Practice 2021.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Owner's Name: _____

Installer's Name: _____

Legal Land Description: _____

A detailed diagram of the site where the sewage system will be installed **must** be included. The following information is to be shown on the diagram and must be to scale:

- Property size (in acres)
- All boundary lines including the lengths in feet or meters
- Buildings, roads, driveways and other property improvements; existing or proposed
- Existing easements
- Wells, cisterns or proposed water source locations on the property
- Surface waters, rock outcrops and drainage features
- Topography of the proposed treatment site **
- Soil test pits locations with surface elevations **
- Location of a permanent benchmark and it's elevation **
- Outline of available treatment areas **

** Not required for the installation of a sewage holding tank.

Private Sewage Disposal Permit Application



SOIL PROFILE REPORTING

The characteristics of each soil profile investigated shall be described using the Canadian System of Soil Classification nomenclature and include the following in the soil profile description:

- Soil Horizons** – the distance from the ground surface to the top and bottom of each soil horizon observed shall be measured and distinctness and topography of the horizon boundaries described.
- Soil Color** for each soil lies and identified, the matrix color and quantity, size, contrast, and color of any redoximorphic features present shall be described.
- Texture** for each horizon identified, the soil texture classification including any appropriate texture modifier shall be reflected in this evaluation report and a soil sample of the most restricting layer affecting the design shall be collected and analyzed at a laboratory using a recognized grain or particle size analysis method to determine the texture of the same. **NOTE: Other than Sandy Clay any texture that uses the word SAND in its description must include sand particle size.**
- Soil Structure** and grade of structure identified for each horizon.
- A statement regarding the treatment capability and dispersal capacity of the available site(s).
- Where the soil profile includes features that will require the lateral movement of water through the soil away from the dispersal system, identified constraints on the system design and allowable effluent hydraulic loading rates, as it relates to linear loading rates.
- A summary of the significant limiting conditions of soil profile and site.
- A justification of the locations and number of the soil profiles investigated.
- A description of the development being served including:
 - Characteristics affecting the determination of peak and average wastewater flows to be used in the design,
 - The peak daily wastewater flow volume to be used for the system design, and
 - Anticipated effluent wastewater strength.
- Copies of laboratory soils analysis reports have been attached.
- Number of soil profiles investigated; a minimum of two (2) test pit excavations shall be investigated at the proposed location for the soil-based treatment component to classify and assess the treatment capacity of the soil.
- Minimum depth of soil investigation (choose appropriate depth as per YOUR design). The soil profiles shall be investigated to a minimum depth below ground surface of:
 - 4 feet for Treatment Mounds.
 - 9 feet for Treatment Fields receiving primary treated effluent (septic tank effluent).
 - 6.5 feet for Treatment Fields receiving secondary treated effluent (treatment plant, sand filter effluent).
 - 6 feet for Open Discharge systems.

NOTE: When the site evaluation report is complete the information from the report is to be used to produce your System Design Report. This includes any features that would require peak flow to be increased.

Private Sewage Disposal Permit Application

Alberta Private Sewage Treatment System Soil Profile Log Form



Owner Name or Job ID											
Legal Land Location					Test Pit GPS Coordinates:						
LSD - ¼	Sec	Twp	Rg.	Mer.	Lot	Block	Plan	Easting	Northing		
Vegetation Notes:											
Overall Site Slope %											
Slope position of test pit											
Test Hole No.	Soil Subgroup				Parent Material			Depth of Lab (sample #1)	Depth of Lab (sample #2)		
Horizon	Depth (cm) (in)	Texture	Lab or HT	Color	Gleying	Mottling	Structure	Grade	Consistence	Moisture	%Coarse Fragment
Depth to Groundwater:											
Restricting Soil Layer Characteristic, describe:											
Depth to Seasonally Saturated Soil:											
Depth to restrictive Soil Layer:											
Site Topography:											
Depth to Highly Permeable Layer Limiting Design:											
Key Soil Characteristics applied to system design effluent loading:											
Weather Condition Notes:											
Comments (such as root depth and abundance or other pertinent observations):											