



The Corporation of The
Town of Amherstburg
BUILDING DEPARTMENT

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<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



**RESIDENTIAL SEWAGE SEPIC SYSTEMS
PERMIT INFORMATION PACKAGE**

Version: 2025

Welcome to The Town of Amherstburg

The Town of Amherstburg is a growing historical community. It is one of the oldest most picturesque towns in Southwestern Ontario, Amherstburg is nestled on the shores of Lake Erie and the Detroit River. The Town of Amherstburg is committed to delivering cost-effective and efficient services for the residents with a view to improve and enhance their quality of life.

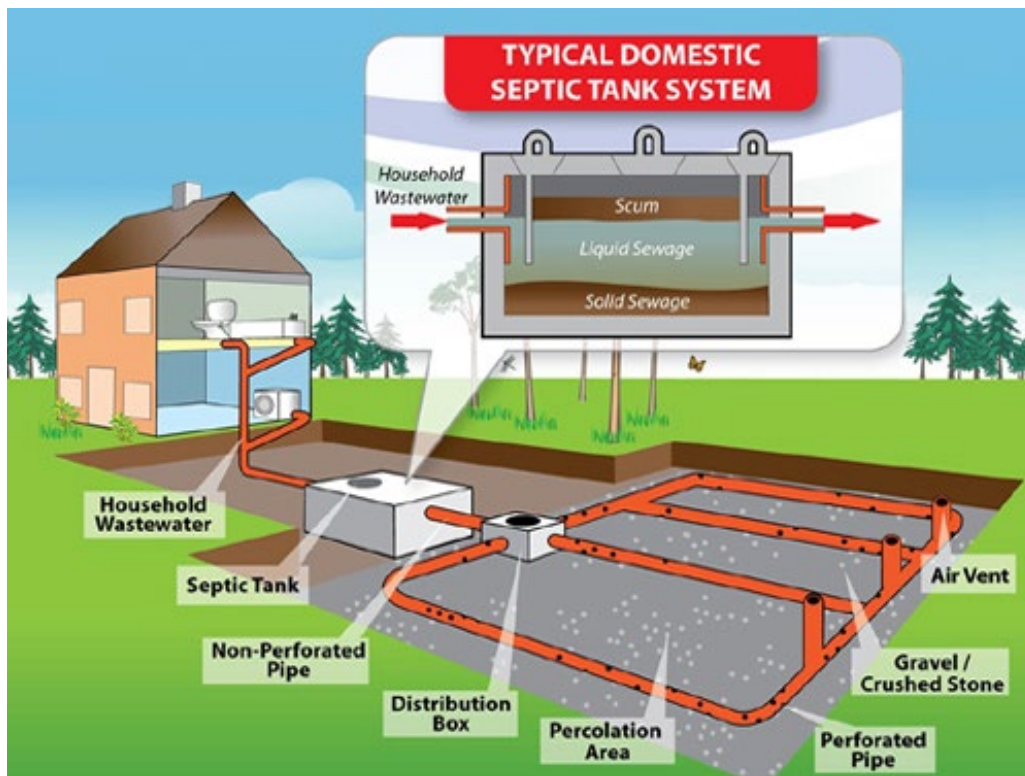
The Building Development is responsible for the enforcement of the Ontario Building Code, By-Laws and the Municipal Act.

What is a Septic System?

The Town of Amherstburg consists of urban and rural properties. Sanitary sewers typically handle all sewage from urban properties. In rural areas, many properties are not connected to municipal sanitary services. They have to provide their own waste water treatment services right on their properties using a sewage septic system.

How Does a Septic System Work?

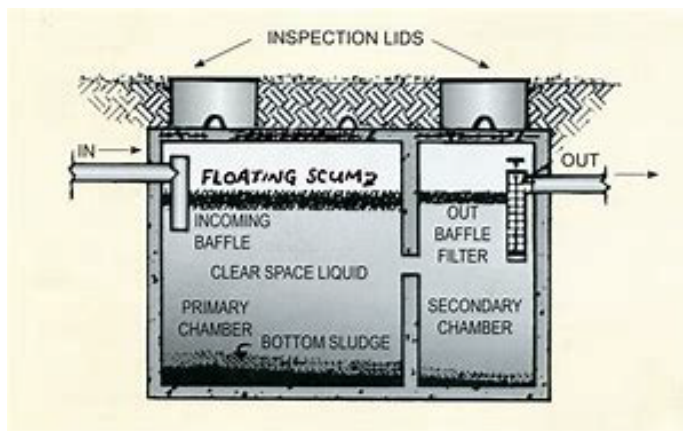
A traditional septic system has three main components. It consists of **the septic tank, distribution pipes and the leaching bed.**



The **septic tank** is comprised of a reservoir with two chambers buried on your property. The reservoir depends on the needs of the house involved. The first chamber separates the solids from the liquids through decantation: heavier solids settle to the bottom of the reservoir and become sludge while greases and fats, called scum, float to the surface. The second chamber contains water with fewer solids that is evacuated towards the distribution pipe and eventually to the leaching bed. Emptying the tank every two years is recommended to ensure proper function of the leaching bed.

The **distribution pipes** or leaching chambers are a system of pipes leading from the septic tank to the leaching bed. This may include a distribution chamber to direct waste water evenly to different parts of the leaching bed. Traditional systems use gravity, but some sites use pumps to move water uphill from the septic tank.

Liquids slowly run off towards the leaching bed from the tanks second chamber. A **typical leaching bed** is an arrangement of connected pipes with holes along the sides and bottom surrounded by gravel and properly draining soil or other filtering material. Soil filtering material must allow the waste water to drain away slowly enough that contaminants are filtered out, but also quickly enough that the bed does not fill up in most instances. Some waste water in the soil gets taken up by grass roots and evaporation.



Typical Section thru Septic Tank



Typical Leaching Bed

Types of Leaching Beds

- **Conventional bed**: used where the natural soils are suitable filter material and the ground is well drained. The leaching bed pipes are laid in stone filled trenches below normal ground level
- **Raised Bed**: used where natural soils are not suitable filter materials, or the site has a high water table, or bedrock is close to the surface. Soil is brought to the site to create a leaching bed that is high enough above the underground water table or bedrock. The leaching beds are laid in stone filled trenches in the imported soils. This system requires a large extra area of soil downstream from the bed (in direction the waste water will flow as it seeps through the soil) This is called the “mantle” and is an important part of the soil filter.
- **Filter Bed**: used where a smaller bed area is required due to site conditions or lot size. Instead of trenches the whole area is excavated and filled with a layer of filter sand. A Layer of stone is placed on top of the sand and pipes are laid into it. This system can be installed in ground, partially raised or fully raised and may also use a mantle
- **Shallow Buried Trench**—used where a smaller bed area is required. This system can only be used with a “tertiary treatment” unit which provides more treatment than a traditional septic tank. Filtered waste water is pumped under pressure through perforated pipes; which gets sprayed into specially designed pipe chambers to spread the waste water evenly over the trenches. This requires additional maintenance as well an annual inspection and testing.



Who should apply for a permit?

It is the property owner's responsibility to ensure that a septic permit is obtained. You may authorize your contractor to apply for the permit, however as the owner, ensure that a permit is in place prior to commencement of work. The owner should also verify that all work, inspections and all permits are complete prior to finalizing any contracts.

How long does it take to get my permit and when can I start?

Septic Permits are usually issued within 10 business day of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

What is required for a Sewage Septic System Permit

The Town of Amherstburg currently uses an online permit submission portal called [Cloudpermit](#). All applications will require to be completed online using Cloudpermit. Visit our website www.amherstburg.ca/building or log onto <https://ca.cloudpermit.com> to create an account. With this online system, it will allow you to complete the entire building permit process from anywhere at any time. All drawings will be required to be completed by a certified designer. All drawings shall be a minimum scale as indicated. The following drawings are required

For new residential dwellings to be constructed, the design of the septic sewage system is required to be submitted as a separate permit in Cloudpermit and should be submitted at the same time. One submission for the dwelling and one submission for the septic system. The building permit and septic permit is issued at the same time. ERCA approval may be required prior to any issuance of a septic permit.

If an existing home is subject to an extension (addition), alteration, or repair the system may need an evaluation to determine if the system needs to be upgraded. A septic evaluation may be required to be submitted at the time of application submission.

To determine if a septic system upgrade is need, you should be asking the following questions.

- 1) Have the number of bedrooms increased?
- 2) Does the extension exceed 15% of the existing finished floor area? or,
- 3) Is there any new plumbing fixtures added?

If any of the three items apply, a septic system upgrade may be required. This is due to a higher daily design load.

A septic Evaluation will be required to be submitted. Down load our septic evaluation for existing system and upload as part of your application.

Checklist for Septic Application Submissions

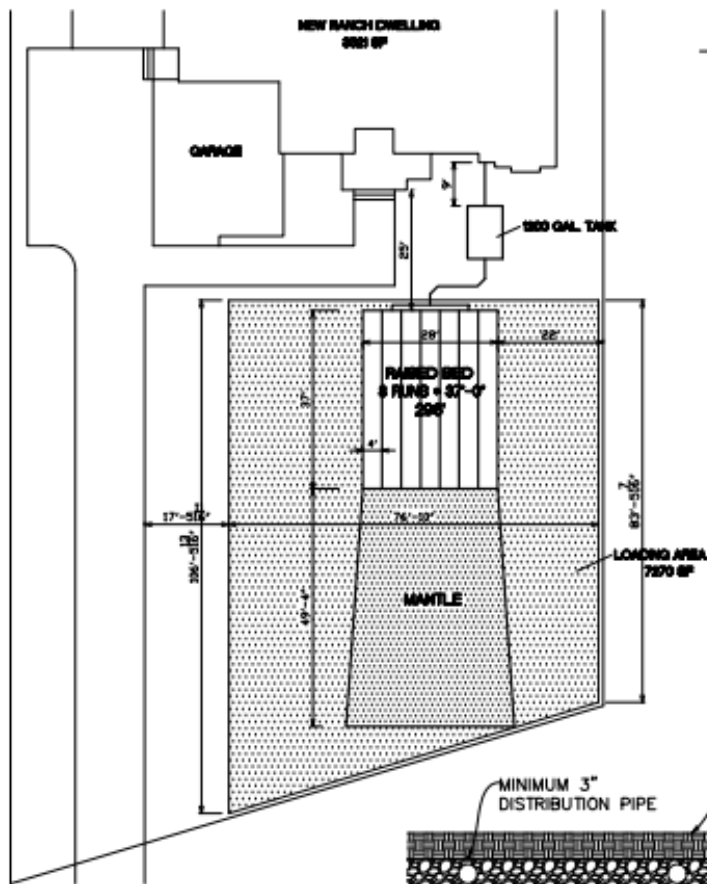
- Septic designer and installer forms to be filled out
- ERCA Approval (if required)
- Submit daily design calculations / fixture units Table 1 and Table 2
- A site plan indicating the full system layout with all setbacks and contact area
- Site elevation view showing how the bed will be constructed. Raised verse in ground Separation distances from rock, clay, water and etc.
- Copy of imported soil report if using a raised bed
- If a raised bed is proposed they must show the contact loading area dimensions for the bed with mantel
- If using a secondary tertiary treatment system, a copy of the BNQ certification and all components and sizing information is required, signed maintenance agreement will be required.

Please note that incomplete applications or plans will not be accepted.

What drawings will I need to submit?

Along with the requirements list above proper drawings will be required to be submitted with the application.

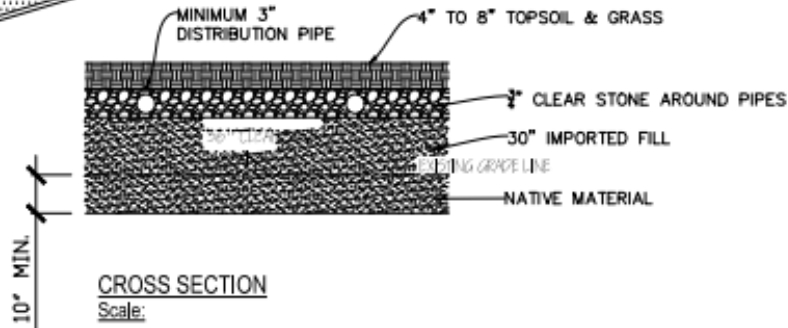
- **Site plan** (scaled drawing) Indicate location of dwelling unit, septic tank, leaching bed, well, water courses, driveways, easements, swimming pools and other buildings
- Provide section thru septic leaching bed (separation distances from rock, clay, water and etc.)
- Grading plan are required for new residential dwellings and septic systems.



SEPTIC BED NOTES:

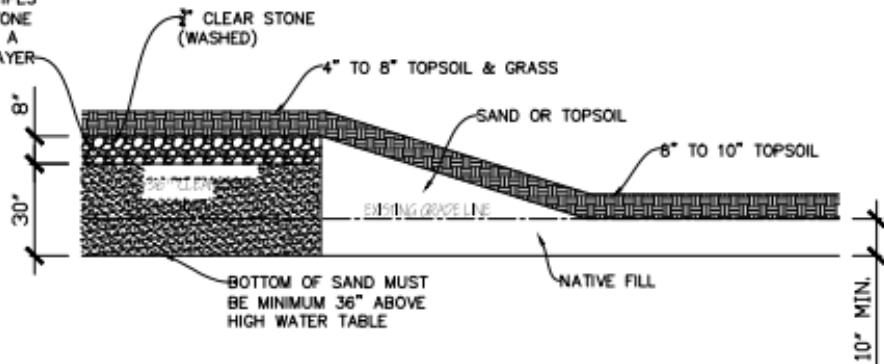
- WEeping BED TO BE CONSTRUCTED AS A RAISED BED
- GRAVITY FLOW TO TANK AND PUMP TO BED (IF REQUIRED)
- PLACE TRACER WIRE AROUND DISTRIBUTION BED
- BED TO BE LOCATED MINIMUM 10' FROM PROPERTY LINES AND MINIMUM 16'-5" FROM STRUCTURES

SITE PLAN
Scale:



CROSS SECTION
Scale:

NOTE: FOR 6" DISTRIBUTION PIPES PROVIDE MINIMUM 2" CLEAR STONE BELOW AND ABOVE PIPES, FOR A TOTAL OF 10" CLEAR STONE LAYER



CROSS SECTION
Scale:

SEPTIC SITE PLAN

ADDRESS:

DATE:

TYPICAL SITE PLAN (drawing sample submission)

What is the cost of a New Septic permit?

The following is list of fees for a Sewage Septic Systems

Type of Septic System

<input type="checkbox"/> New System	\$ 955.00
<input type="checkbox"/> Tank replacement	\$ 955.00
<input type="checkbox"/> Holding Tanks	\$ 955.00
<input type="checkbox"/> Decommissioning or repair of system	\$ 298.00
Indemnity Fee	\$ 63.00
Indemnity Deposit	\$1000.00 (Refundable)

The indemnity deposits will be refunded following the final inspection. Final inspection will consist of final grading with seeding or grass. Septic permits must be finalized within 3 years of permit issuance in order to receive indemnity deposit refund.

What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner or the contractor of the project and they must confirm that all work has been completed. Permit drawings must be on site at time of inspection.

Any work covered before inspections are made, must be uncovered by the applicant. Inspections will be available between the hours of 10:00 am to 12:00 pm and 1:00 pm to 3:30 pm. Inspection request must be made 24 hours in advance at 519-736-5408.

Septic inspections consist of three separate inspections.

- 1. Septic tank inspection:** The installation of the tank and the connection from the house to the tank and the tank to the bed
- 2. Leached bed** –before the leaching bed is covered over with backfill material. A spray test is required for any secondary treatment system. Detection system for the header and distribution pipes is required (14 GA wire)
- 3. Final Completion:** properly graded and final grass. Maintenance agreement for any secondary treatment systems will be required.

Maintaining your Sewage Septic System

Once your septic system is installed it is important that it be properly maintained and prevent contamination of ground water. It is recommended that you have your septic tank inspected and pumped out as needed every three to five years. How often you need to pump the solids out of the septic tank depends on three major factors:

- The number of people in your household
- The amount of wastewater generated, based on the number of people in the household
- The volume of solids in the wastewater

Although your septic tank requires maintenance the leaching bed typically does not. However you should adhere to the following rules to prolong its functional life:

- **Do not drive over the leaching bed with cars, trucks or heavy equipment,**
- **Do not plant trees or shrubbery in the leaching bed area, the roots can get into the lines and plug them,**
- **Do not cover the leaching bed with hard surface, such as concrete or asphalt. Grass is best cover, because it will help prevent erosion, and help remove excess water.**
- **Do divert surface runoff water from roofs, patios, driveways and other areas away from the absorption field.**
- **Have the tank pumped out every three to five years,**
- **Avoid excessive use of anti- bacterial soaps, bleaches and harsh cleaning products**
- **Don't put paints, solvents, motor oil, pesticides and other toxic chemicals in your system. Use recycling or hazardous waste collection programs for these substances**

General By-Law Information

The following is for general information only. The information below is for residential zone with in the Town of Amherstburg.

It is the applicant's responsibility to verify all property lines, setbacks, roadways and easements.

Setback requirements

<u>Pool</u>	Minimum side and rear yard	1.5m (5'-0")
	Minimum exterior side yard	not permitted

Pump, Filter and Heater

Minimum from side and rear lot lines	1.0m (3'-4")
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<u>Fences</u>	The minimum height for pool fences	1.2m (4'-0")
	The maximum height for all fencing in rear yard	1.98m (6'-6")
	The maximum height for fence in front yard	.915m (3'-0")

Fences must be constructed within property lines and are not permitted on easements and alleys

Decks building permit required if deck is above 24" from grade

Minimum side yard (deck attached to house)	1.5m (5'-0")
Minimum side yard (deck not attached to house)	1.2m (4'-0")
Minimum rear yard (max. into required yard)	1.5m (5'-0")

Sheds (Accessory structures)

Structures over 10m² (107s.f.) – building permit is required

Maximum lot coverage applies. Refer to bylaw.

Proper building drawings and a site plan are required.

○ Minimum side and rear yard	1.2m (4'-0")
○ Exterior side yard	not permitted
○ Maximum building height (to the top peak of roof)	5.5m (18'-0")

Structures under 10m² (107s.f.) – building permit not required

○ Minimum side and rear yard	1.2m (4'-0")
○ Exterior side yard	not permitted
○ Maximum building height (to the top peak of roof)	5.5m (18'-0")

Air Conditioners

- AC units must be a minimum of 0.9m (3'-0") from any property line

Frequently Used Phone Numbers

1. Building Department.....	519-736-5408
2. Committee of Adjustment.....	519-736-5408
3. Public Works	519-736-3664
4. Water Department.....	519-736-3664
5. Clerks Department.....	519-736-0012
6. Finance Department.....	519-736-0012
7. MPAC.....	519-739-9920
8. Essex Power	519-737-6640
9. Hydro One.....	1-888-664-9376
10. Union Gas.....	1-888-774-3111
11. Ontario One Call (Call before your dig)	1-800-400-2255
12. Electrical Safety Authority.....	1-877-372-7233
13. Essex Region Conservation Authority (ERCA).....	519-776-5209
14. County of Essex.....	519-776-6441
15. Windsor Essex County Health Unit	519-258-2146
16. Ministry of Transportation.....	519-354-1400
17. Ministry of Environment.....	519-254-2546
18. Ministry of Natural Resources.....	519-354-7340
19. Ministry of Municipal Affairs	416-265-4736
20. Ontario New Home Warranty (Tarion).....	1-800-250-3589
21. Windsor Police-Amherstburg Detachment.....	519-736-8559
22. Town of Amherstburg Fire Service.....	519-736-6500