

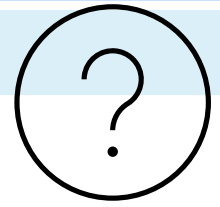


Building Guide – Septic Change of Use

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Last Updated: March 3, 2026

General Information:



When is a Septic Change of Use required?

A Septic Change of Use application is required when proposed construction or alteration of your house may reduce the performance level of the septic system that supports it.

What types of changes would reduce the performance level of my current septic system?

If one or a combination of the following changes are proposed, it could affect the performance level of an existing septic system.

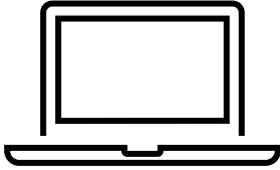
- a) Adding more bedrooms to your house.
- b) The planned addition is more than 15% of the original finished area of your home when the septic system was installed.
- c) Adding plumbing fixtures to your home (e.g., a new bathroom).
- d) There will be a change in major occupancy, e.g., from residential use to business use.

What should I do if I am planning an addition or alteration?

If you are planning an addition or wish to change the use of a room to a bedroom, we suggest you contact a septic installer or a septic designer/consultant early in your planning process. This way, you can determine whether the change you wish to make will affect the daily design flow to your septic system. As an alternative, you can submit a Septic Change of Use Application along with your proposed plans early in your planning process so that we can review the plans to determine whether the daily design flow will be able to be accommodated by the current septic system.

Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code.

Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer.

For further assistance please see our [Digital Permit Submission Guide](#).

Permit Issuance:



Septic Change of Use **application fees are payable upon submission of the application** regardless of submission as a stand-alone application or if the Septic Change of Use application is submitted with an application to Construct or Demolish. The applicant will be contacted via email and informed of any action required for the permit to be issued.

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

[Fees and Charges By-law.](#)

Permit Submission Checklist:

1. Completed Septic Change of Use application:

[Septic Change of Use Application](#)



2. Required Supporting Documents:

[Septic Use Permit](#) ; or previously approved Change of Septic Use Permit

Floor Plans: existing floor plan and proposed changes (additional information may be required depending on your plans)

BUILDING GUIDE – SEPTIC CHANGE OF USE

Sample Septic Use Permits:

Simcoe County District Health Unit
SEWAGE SYSTEM INSPECTION FORM

November 28, 1973 DATE Village MUNICIPALITY

LOT 6 CON. 6 Rg. PLAN 229 LOT 10 BUILDING: Bungalow
 OWNER: Owner or builder name NO. OF BEDROOMS: 3
 ADDRESS: Owner or builder address FIXTURES: 3-piece bath 3
 2-piece bath
 Kitchen sink x
 Laundry tubs x
 Automatic laundry
 Other

CONTRACTOR: Mr. H. Doohan,
 ADDRESS: Uxipia, Ontario.

LIQUID CAPACITY OF SEPTIC TANK: 800	CONSTRUCTION: Prefab <input checked="" type="checkbox"/> Other
TOTAL FT. OF TILE BED: 450 ft.	TYPE OF SOIL: Sand
LEADER: 3" Plastic tile	HEADER: 3" plastic tile
LATERALS: 3" Plastic tile	3/4" stone under and over 15 - 18" cover
WATER SUPPLY: Type of Well dug	Distance from bed 65 ft. Municipal
COMMENTS: Satisfactory	

ROUGH SKETCH SHOWING DESIGN AND LOCATION

APPROVED AT TIME OF INSPECTION
 M.O.H. DR. K. ARMBURST
 Per [Signature]
 C.P.H.U.(C)

INSPECTOR: W.S. Blackstock C.P.H.U.(C)

Simcoe County District Health Unit FILE No. → F91MC16 ←

USE PERMIT
 FOR CLASS 4,5,6 SEWAGE SYSTEMS

TWSP: Springwater CONC. 1 R.P. M-12245
 LOT 21 SL
 DATE SENT

AUTHORIZED BY THE CERTIFICATE OF APPROVAL HAS BEEN SATISFACTORILY COMPLETED AND INCLUDES:

1 Septic tank holding tank of working capacity of 4000 Litres (1000 Imp. Gals.) constructed of concrete Fiberglass on site
 capacity 3 (no. of bedrooms or units) no. of units

2 Leaching bed total 52 Meters (300 Linear Feet) of 3 inch diameter distribution pipe of PVC and in 6 x 8" trench fed by Gravity Siphon Pump
 (See manual with supply) SAMPLE ONLY

3 Other details

4 INSPECTION DATE: June 17, 1992 INSTALLER: CHEETAH EXCAVATING

System components installed as shown on application supporting Certificate of Approval Listed as below

THE FOLLOWING WORK REMAINS TO BE COMPLETED:

Backfill System and Complete Finish Grading to Shed Run-off and Divert Water Around Leaching bed
 Stabilize all Sloped Surfaces Other see certificate notes

Any Use Permit issued hereunder may be revoked if this work is not completed promptly to health unit standards.

Under Section 57 of the Environmental Protection Act, 1990 and subject to the provisions of The Act and Regulations, a Permit is hereby issued to (Owner):
OWNER OR BUILDER NAME
 For the use and operation of the Class 4 sewage system constructed/installed/enlarged/extended/altered pursuant to the Certificate of Approval issued under the above application number in accordance with the application and Certificate of Approval with any changes indicated above.

INSPECTED AND RECOMMENDED BY	PERMIT ISSUED BY	DATE
INSPECTOR NAME	AUTHORITY SIGNATURE DIRECTOR	07-Feb 19 92



SEPTIC USE PERMIT

Roll Number: 4341 Permit Number: _____

Municipal Address: _____

Concession: _____ Plan: _____ Lot: _____

Installer: _____ Registration #: _____

Water Source:
 Drilled Well Dug Well Municipal Well Communal Well
 Other: _____

Total Daily Design Sewage Flow ("Q"): 9600 Litres per day
 Make of Septic Tank: Existing 4X1000Gallon and 1X800Gallon
 Working Capacity of Septic Tank: 21600 Litres
 Treatment Unit (if applicable) - Make: Enviro-Septic Model: _____
 Effluent Filter Installed? Yes No
 Estimated Percolation Rate "T" of: 8 used for calc.

Enviro-Septic System	
Surface Area: Sq M	Number of Runs: 16
Base Area: Sq M	Length of Runs: 21.5 Meters
Fill Area: Sq M	Total (linear): 344 Meters
Mantle Area: Sq M	
Number of Runs: _____	Sq M
Length of Runs: _____ Meters each	

System fed by: Gravity Pump

RESIDENTIAL OCCUPANCY
 Dwelling contains a total of:
 Fixture Units and 2 Bedrooms, in a total area of: _____ Sq M

OTHER OCCUPANCIES (eg. designed for):
 20 units at 425L/Day = 8500L add 2 bedroom dwelling 1100L/Day Total=9600L/Day

- NOTES:**
- 1 Regular maintenance required on all Septic Systems.
 - 2 Effluent Filter to be maintained as per manufacturer's installation instructions
 - 3 Water softener and iron filters shall not discharge to septic system.
 - 4
 - 5 A maximum of 20 trailers will be permitted to be connected to the septic system
 No additional loading is permitted without a septic change of use permit

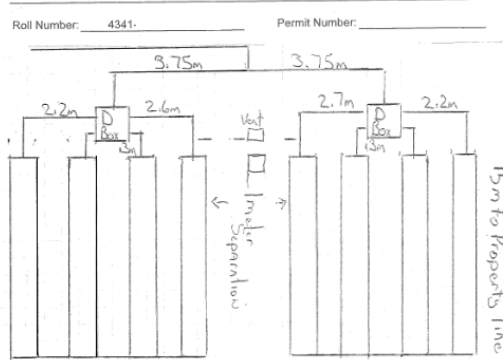
FOR "AS CONSTRUCTED" LAYOUT - SEE ATTACHED DIAGRAM

Inspected by: _____ July 17, 2018

Name _____ Inspector's Signature _____
 Date _____



SEPTIC USE PERMIT



16 laterals 21.5 meters w length of Enviro-Septic
 .9m centers
 Two Distribution Boxes each servicing 8 laterals
 Equalizers installed
 Air venting at each end of system
 1/2" force main
 Tracer wire installed

Installed July 16/18

Name _____ Inspector's Signature _____
 Date July 17, 2018