



Permit Application for a Septic System

How to file a permit application

To obtain a permit, you must provide the Municipality with all the necessary documents along with the completed form, signed and dated, and present your application to the Planning and Sustainable Development Services. Your application shall contain the maximum of information and comply with the Municipal By-laws. The officer assigned to your request reserves the right to ask for additional documents or information that may give them a better understanding of your project.

Also expect to pay for costs associated with the permit and a performance bond (safety deposit) at the same time you file your application.

We will contact you once the permit is ready.

Please note that incomplete documents or missing information may delay the delivery of your permit and any misleading information may revoke your request or render your permit non-compliant. This application does not constitute in any way of any kind to be a completed request or a permission to build.

The issuance of a permit requires a comprehensive analysis of your project by a Municipal Officer and in some cases, approval by the Municipal Council. The review process begins when the Municipality receives all the documents identified in its regulations. Therefore, several weeks might be necessary before the delivery of the permit and it is highly recommended that the request be filed as soon as possible to avoid any delays in the completion of your work.

General information

Applicant(s) name(s): _____

Are you the owner(s)? YES NO If no, proxy? YES NO

Mailing address: _____

Home phone #: (____) ____-____ Cell #: (____) ____-____ Other #: (____) ____-____

E-mail address: _____

Work site, if different for the mailing address: _____

Lot identification number: _____ of the Québec cadastre



Work description

Type of work: _____ Estimated work costs: \$ _____

- New septic system (in case of a new house)
- Correction or complete replacement system (in case of an existing house)
- Septic tank only (primary system)

Expected start date: _____ Expected end date: _____

Construction manager

Contractor's name: _____

Mailing address: _____

R.B.Q. #: _____ Main office phone #: (____) ____ - ____ Cell. #: (____) ____ - ____

E-mail Address: _____

Have you validated the certification with the manufacturer (biofiltration system): YES NO

Ensure that the selected contractor is competent and authorized to install the septic system according to the manufacturer's guide and septic report.

Documents to include with your application

- Two (2) copies of the septic report prepared by an expert consultant in sanitary engineering. Any amendment to the report must be approved by the Municipality (see By-law N°639-05 for details)
- A notarized servitude or agreement if this pertains to a tertiary system
- The application form duly completed and signed
- If you are not the property owner, then a proxy (authorization) from the current owner

Documents to provide 30 days after completion of work for refund of the safety deposit*

- Certificate of conformity by the expert consultant in sanitary engineering (see below for the requirements)
- Proof of the pumping of the old septic tank, if applicable
- Copy of the maintenance contract in the case of a biofiltration system
- "As built" scaled plan (if different from the report)

*Reimbursement of the safety deposit must be presented at the Municipality within 18 months of the date of issue of the permit and there will be no refund until all the works conforms with the permit conditions

Required contents of a certificate of compliance

- Information on the property (owner, cadastre)
- Final date of work
- Type of septic tank installed



- Septic tank capacity
- Type of septic tank
- Surface area of the septic bed
- Attestation that the work was completed in conformance with the report prepared by the expert consultant in sanitary engineering
- Reference number of the expert's report
- Attestation that the work was completed in compliance with the Q-2, r.22
- Pump type
- Type of pre-filter
- Type of well (sealed, surface, artesian)
- Date, signature and stamp of the expert consultant in sanitary engineering with the septic report
- Plan "as built" in case of divergence, however small

Calculation of costs to be included with your application

Fee for the construction permit:		Amount
New septic system.....	\$250	\$.....
Correction or modification made to the existing system.....	\$100	\$.....
Septic tank only (primary system).....	\$100	\$.....
Required safety deposit:		Amount
Project involving a house, septic system and catchment work.....	\$1,000	\$.....
Correction or modification made to the existing system.....	\$500	\$.....
Septic tank only.....	\$300	\$.....
Payment: <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> debit	TOTAL	\$.....

Declaration and signature

I declare that the information here above is correct and that if a permit is granted, I will comply with all provisions of the Municipal By-laws and Provincial Regulations thereto. The issuance of a permit, approval of plans and specifications and inspections made by the Municipal Officer are considered as administrative procedures and should not be construed as a guarantee of the quality of plans, specifications and work or compliance with Laws and Regulations applicable to such work. The provisions of the permit must be fulfilled not only at the time of issuance of the permit but at any time after the issuance thereof.

Signature: _____ **Date:** _____

We wish to remind you that it is illegal to undertake any construction work PRIOR to obtaining the required permit for this purpose.

Additional information

For more information, consult our website www.chelsea.ca or contact the Environment and Sustainable Development Advisor by calling (819) 827-6227 or send an E-mail to environnement@chelsea.ca