



## 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**

<b>Fee for the construction permit:</b>		<b>Amount</b>
New septic system.....	\$275	\$.....
Correction or modification made to the existing system.....	\$110	\$.....
Septic tank only (primary system).....	\$110	\$.....
<b>Required safety deposit:</b>		<b>Amount</b>
Correction or modification made to the existing system.....	\$540	\$.....
Septic tank only.....	\$325	\$.....
<b>Payment:</b> <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> debit	<b>TOTAL</b>	<b>\$.....</b>

**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](http://www.chelsea.ca) or contact the Planning and Sustainable Development Department by calling (819) 827-1124 ext. 229 or send an E-mail to [septique@chelsea.ca](mailto:septique@chelsea.ca)