

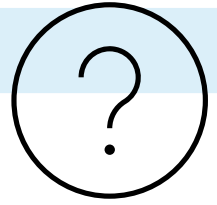


Building Guide – Installing a Septic System

Phone: 705-728-4784 EXT 2017
Email: building@springwater.ca
Email: zoning@springwater.ca

Last Updated: March 3, 2026

General Information:



Do I need a permit?

A building permit is required from the Township of Springwater for the following septic projects:

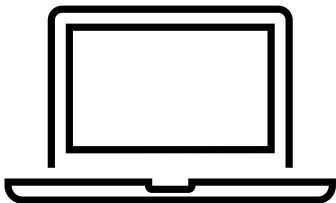
- Installation of a private sewage system (new or replacement)
- Repairs / modifications / upgrades to an existing sewage system
- Any work that may affect an existing sewage system
- Any works that requires a sewage system

If you are installing a level II, level III, or level IV Treatment Unit, a renewable maintenance contract is required for the sewage system.

Septic systems must be installed by the owner or an installer who is currently licensed by the Ministry of Municipal Affairs and Housing

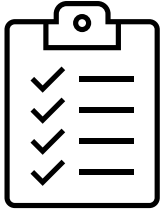
Online Submissions:

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:



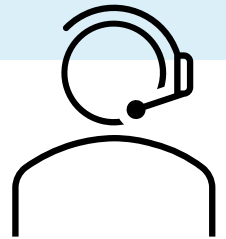
Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

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.](#)

Scheduling Inspections:

After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.



To pass a final inspection, a copy of the as-built drawing is required. This document should be emailed to building@springwater.ca if it was not provided to the inspector at the installation inspection.

Please refer to the sample as-built drawing at the end of this guide.

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 Building Code.

Permit Submission Checklist:

1. Completed Septic Permit Application:



Application for a Permit to Construct or Demolish & Schedule(s) - Septic

Schedule 1: Designer information

Schedule 2: Sewage system installer information

Schedule 2A: Sewage system information

Schedule 2C: Class 4 sewage system calculations

2. Required Supporting Documents:

- Site Plan: showing the proposed installation location including all dimensions in relation to the proposed septic, e.g., from the septic system to property lines and existing and proposed structures on the property. Please include any future projects such as a garage, storage building, deck, pool or hot tub.

Cross section: Including existing and proposed grade, distance to water table (if applicable)

Confirmation that two test holes to a depth of 3 ft below the proposed elevation of the stone layer, of an adequate size to review the soil conditions, within the proposed leaching bed area are ready to be inspected. For a fully inground system test holes of 3 ft wide by 6 ft deep, sloped or stepped on one side should be provided. Test holes shall be protected and marked for visibility until after they have been inspected. Once inspected by Township Staff, test holes should be backfilled. This inspection is required prior to the issuance of a permit unless T-time analysis is provided.

Copy of deed or proof of ownership (if property has been recently transferred)

3. Applicable Law:

- Applicable law approval, please check using the following links to determine if they apply to your property:

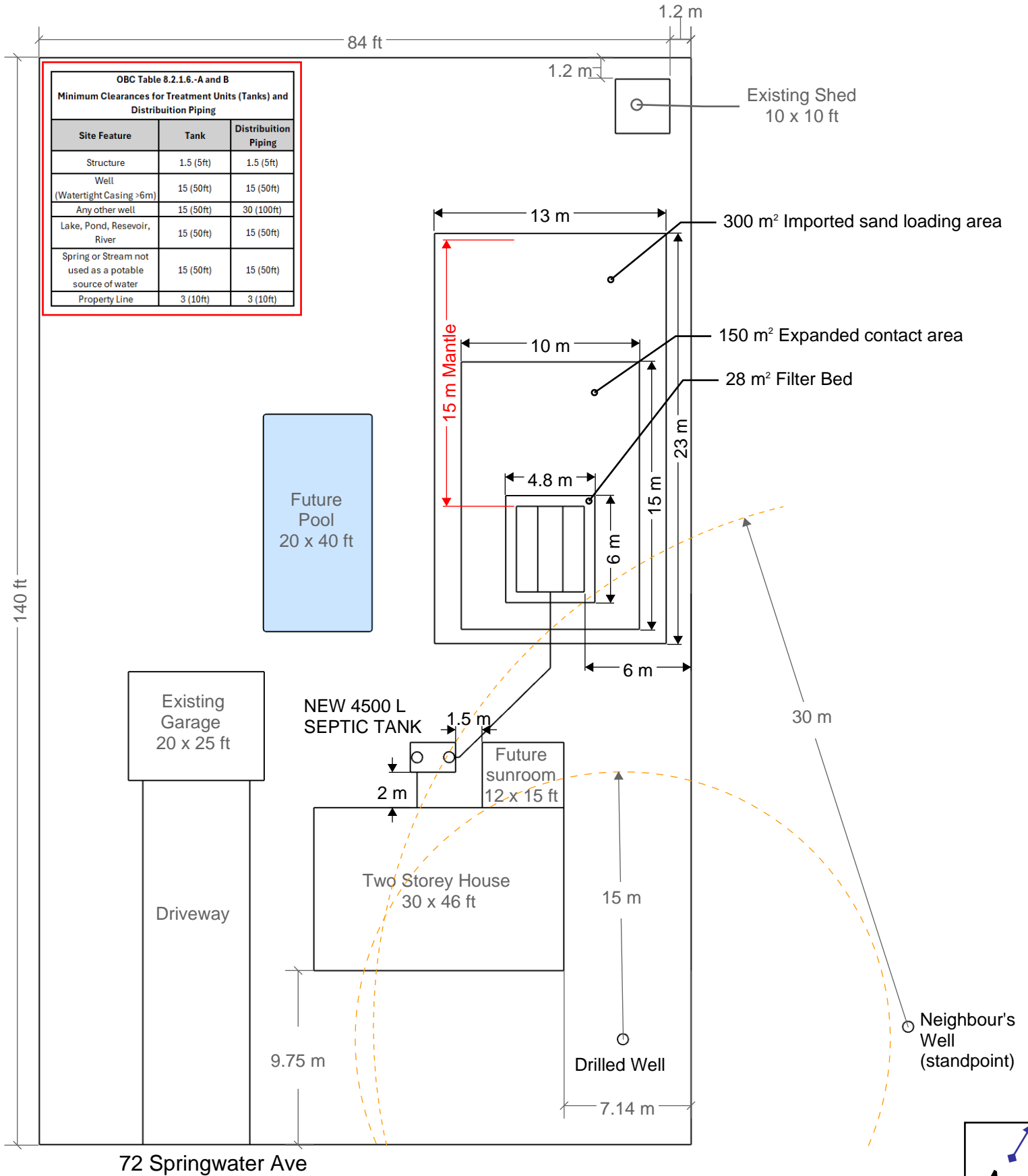
[Conservation Authority Approval,](#)

[Ministry of Transportation Approval,](#)

[County Of Simcoe Approval](#)

- [Road Setback By-law](#) - No person shall locate, install, or rebuild any building or structure (including septic systems) within 15 meters from the limit of a County of Simcoe Road, unless a specific setback distance has been set out. If you are building within this required setback, you may apply to the County of Simcoe ([here](#)) for a variance.

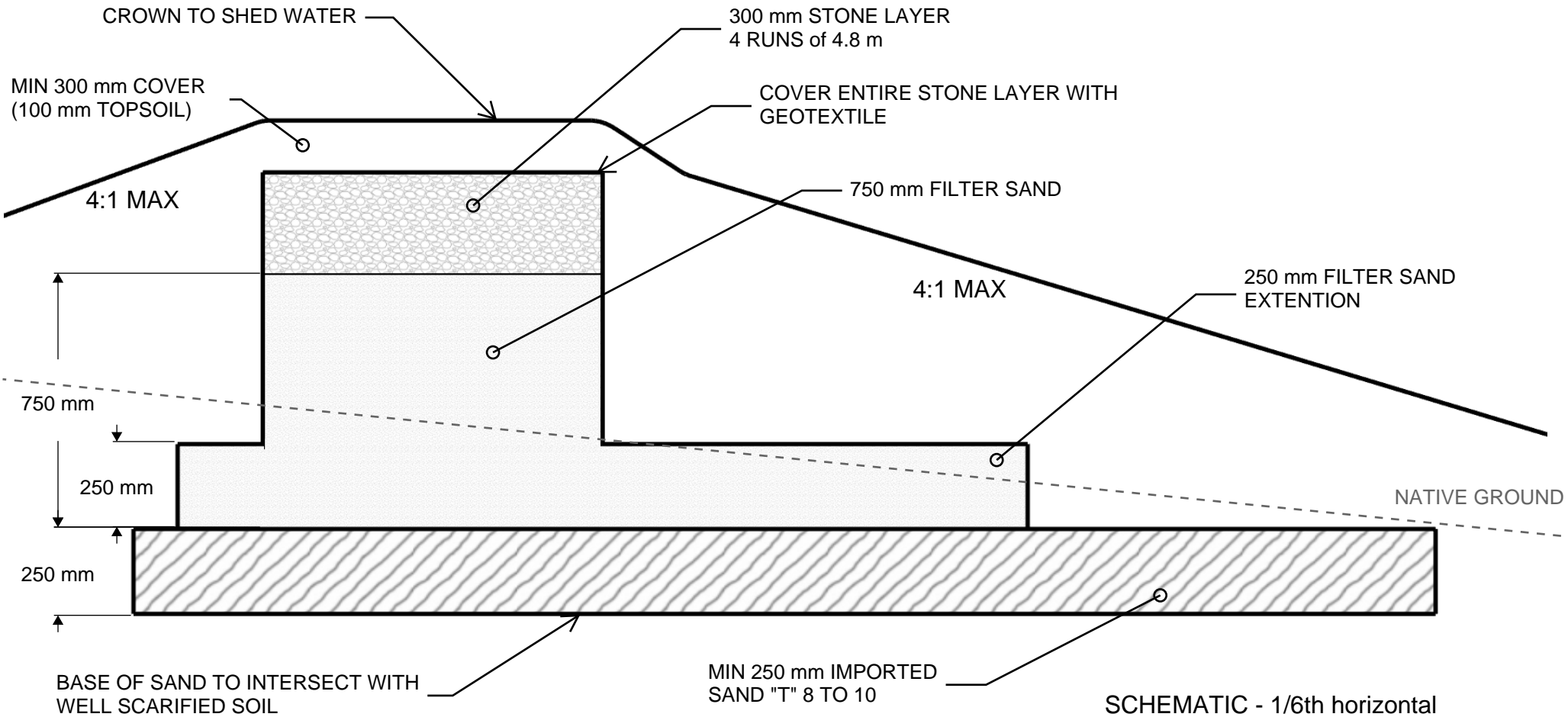
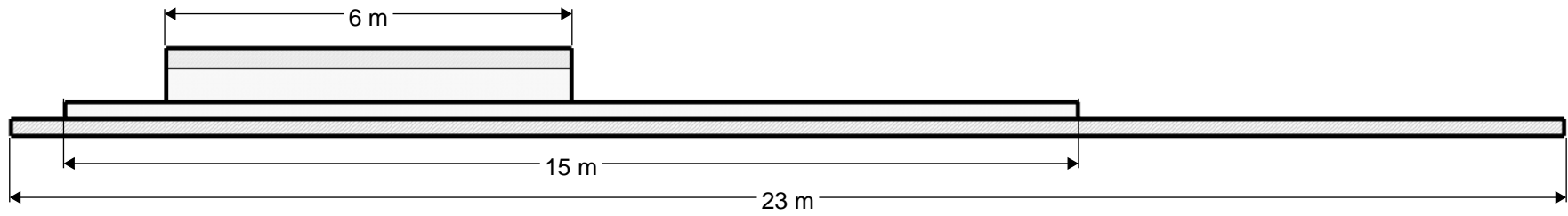
Township of Springwater - Sample Site Plan



Project: SEPTIC REPLACEMENT - 72 SPRINGWATER AVE
Designer: Name & BCIN
Date: December 8, 2025
Firm BCIN:
Scale:

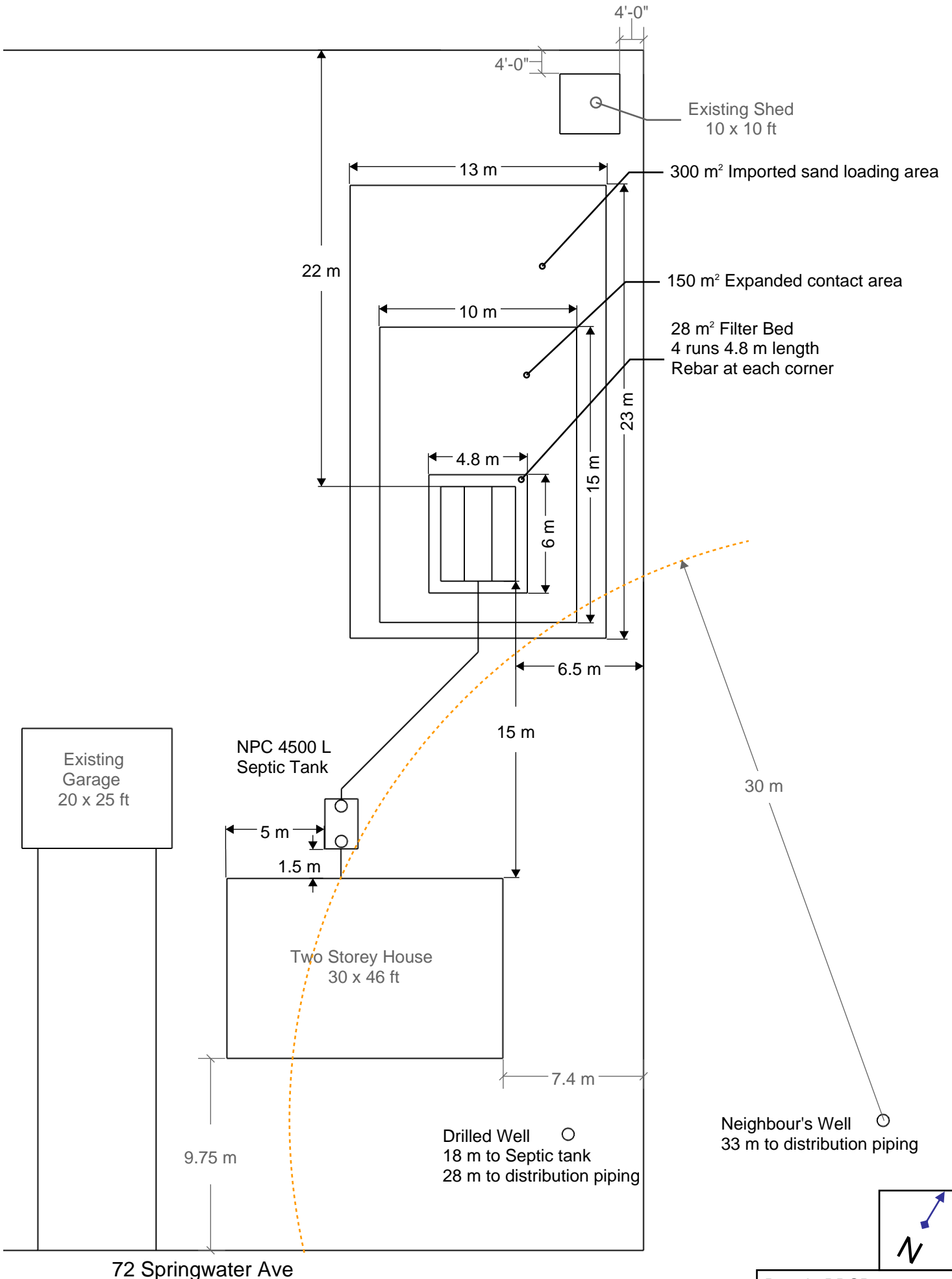


Township of Springwater - Sample Cross Section



SCHEMATIC - 1/6th horizontal

Township of Springwater - Sample As-Built Drawing



Permit: PRSP20250186

Project: SEPTIC REPLACEMENT - 72 SPRINGWATER AVE
Installer: Name
Date: April 8, 2026
Firm BCIN:
Scale: