



**PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION FORM**

Permit Applicant:  Owner  Contractor  Resident Development Permit No.: \_\_\_\_\_  
 Application Date: \_\_\_\_\_ New Home Warranty No.: \_\_\_\_\_  
 Other Permits Required (under separate application):  Building  Electrical  Gas  Plumbing Estimated Completion Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

PSDS Contractor Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Hamlet/ Subdivision Name: \_\_\_\_\_ Tax Roll No.: \_\_\_\_\_  
 Street/Rural Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Legal Subdivision: Part of: \_\_\_\_\_ 1/4 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Directions: \_\_\_\_\_

Description of Work: \_\_\_\_\_

TYPE OF OCCUPANCY	INSTALLATION	TREATMENT DISPOSAL METHODS
<input type="checkbox"/> Residential <input type="checkbox"/> Conventional <input type="checkbox"/> Advanced <input type="checkbox"/> Commercial <input type="checkbox"/> Conventional <input type="checkbox"/> Advanced <input type="checkbox"/> Industrial <input type="checkbox"/> Conventional <input type="checkbox"/> Advanced <input type="checkbox"/> Work Camp/No. of Men _____	<input type="checkbox"/> New <input type="checkbox"/> Alteration Expected Volume of Effluent: _____ <input type="checkbox"/> m <sup>3</sup> /day <input type="checkbox"/> Liters/day <input type="checkbox"/> Gallons/day(not to exceed 25 m <sup>3</sup> /day) Total No. of Bedrooms _____ (residential including basement and future development)	Complete all applicable items: <input type="checkbox"/> Septic Tank Size _____ Serial No.: _____ <input type="checkbox"/> Holding Tank Size _____ Serial No.: _____ <input type="checkbox"/> Treatment Mound Size _____ (sand Layer) <input type="checkbox"/> sq ft <input type="checkbox"/> sq m <input type="checkbox"/> Disposal Field Size _____ (trench bottom) <input type="checkbox"/> sq ft <input type="checkbox"/> sq m <input type="checkbox"/> Depth of Water Table _____ <input type="checkbox"/> Feet <input type="checkbox"/> Inches <input type="checkbox"/> Open (surface) Discharge <input type="checkbox"/> Sewage Lagoon <input type="checkbox"/> Packaged Sewage Treatment Plant <input type="checkbox"/> Sand Filter <input type="checkbox"/> Other: _____

**Applicant Declaration:** This installation will be completed in accordance with the Alberta Safety Codes Act and Regulations. Work will commence within 90 days. Permit will expire in one (1) year unless extended in writing by a Safety Codes Officer.  
**Homeowners Declaration:** I hereby declare that I am the owner of the premises in which the work will be conducted and reside on the property. I am doing the work myself and assume the responsibility for compliance with the applicable Act & Regulations. Mackenzie County is not liable for any damage caused by a decision related to the system of inspections, examination, evaluations and investigations including but not limited to a decision relating to the frequency and the manner in which they are carried out as per the Alberta Safety Codes Act Section 12(2). **F.O.I.P Notification:** The personal information on this form is collected in accordance with the Safety Codes Act, the Municipal Government Act and section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act. This information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information please contact the F.O.I.P Coordinator at 780-927-3718

Installer's Name (print) \_\_\_\_\_ Certified Installer's Signature \_\_\_\_\_  
 Private Sewage Installer's Certification Number: PS: \_\_\_\_\_ Certification Valid until: \_\_\_\_\_  
 Homeowner's Signature (homeowner permit only) \_\_\_\_\_  
**Declaration: By signing this I hereby certify that I own/will own and occupy this dwelling.**

**For Office Use Only**

Permit Fee: \$ \_\_\_\_\_ SCC Levy: \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_  
 SCC levy 4% of the permit fee with minimum of \$4.50 and a maximum of \$560.00 Building Permit No: \_\_\_\_\_  
 Cash  Debit  Invoice  Cheque No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
 For credit card payments, please fill out the Credit Card Authorization Form (credit card information will be destroyed once payment has been processed)

**Permit Validation Section to be completed by the Plumbing Safety Codes Officer:**  
 Special Conditions: **Site inspection(s) are required to ensure compliance with the Safety Codes Act of Alberta.**  
 Issuing Officer's Name: \_\_\_\_\_ Issuing Officer's Signature: \_\_\_\_\_  
 Designation No.: \_\_\_\_\_ Permit Issue Date: \_\_\_\_\_

**Inspection Requests:** contact Superior Safety Codes 866-999-4777, allow 48 hours' notice for inspection



## SITE EVALUATION REPORT

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Installer's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
Legal Land Description: \_\_\_\_\_

The information requested in this document must be submitted with the permit application as required by the Private Sewage Systems Standard of Practice 2015.

### ***INCOMPLETE APPLICATIONS WILL BE RETURNED.***

A detailed diagram of the site where the sewage system will be installed **must** be included.

The following information is to be shown on the diagram and must be to scale:

- Property size (in acres)
- All boundary lines including the lengths in feet or meters
- Buildings, roads, driveways and other property improvements; existing or proposed
- Existing easements
- Wells, cisterns or proposed water source locations on the property
- Surface waters, rock outcrops and drainage features
- Topography of the proposed treatment site \*\*
- Soil test pits locations with surface elevations and **GPS Co-ordinates** \*\*
- Location of a permanent benchmark and it's elevation \*\*
- Outline of available treatment areas \*\*

\*\* Not required for the installation of a sewage holding tank.

## SOIL PROFILE REPORTING

The characteristics of each soil profile investigated shall be described using the Canadian System of Soil Classification nomenclature and include the following in the soil profile description:

- Soil Horizons** – the distance from the ground surface to the top and bottom of each soil horizon observed shall be measured and distinctness and topography of the horizon boundaries described.
- Soil Color** for each soil lies and identified, the matrix color and quantity, size, contrast, and color of any redoximorphic features present shall be described.
- Texture** for each horizon identified, the soil texture classification including any appropriate texture modifier shall be reflected in this evaluation report and a **soil sample of the most restricting layer** affecting the design shall be collected and **analyzed at a laboratory** using a recognized grain or particle size analysis method to determine the texture of the same.

**NOTE: Other than Sandy Clay any texture that uses the word SAND in its description must include sand particle size.**

- Soil Structure** and grade of structure identified for each horizon.
- A statement regarding the treatment capability and dispersal capacity of the available site(s).
- Where the soil profile includes features that will require the lateral movement of water through the soil away from the dispersal system, identified constraints on the system design and allowable effluent hydraulic loading rates, as it relates to linear loading rates.
- A summary of the significant limiting conditions of soil profile and site.
- A justification of the locations and number of the soil profiles investigated.
- A description of the development being served including:
  - Characteristics affecting the determination of peak and average wastewater flows to be used in the design,
  - The peak daily wastewater flow volume to be used for the system design, and
  - Anticipated effluent wastewater strength.
- Copies of laboratory soils analysis reports have been attached.
- Number of soil profiles investigated; a minimum of two (2) test pit excavations shall be investigated at the proposed location for the soil-based treatment component to classify and assess the treatment capacity of the soil.
- Minimum depth of soil investigation (choose appropriate depth as per YOUR design). The soil profiles shall be investigated to a minimum depth below ground surface of:
  - 4 feet for Treatment Mounds.
  - 9 feet for Treatment Fields receiving primary treated effluent (septic tank effluent).
  - 6.5 feet for Treatment Fields receiving secondary treated effluent (treatment plant, sand filter effluent)
  - 6 feet for Open Discharge systems.

### Other Documentation Required

- B66-10 Tank Certification
- High Level Alarm
- Effluent Filter
- Pump Specifications
- NSF 40 for Packaged Sewage Treatment Plants

**NOTE:** When the site evaluation report is complete the information from the report is to be used to produce your System Design Report. This includes any features that would require peak flow to be increased.

**Private Sewage Disposal Permit**  
Revised 2017-05-17

**Alberta Private Sewage Treatment System Soil Profile Log Form**

Owner Name or Job ID.: \_\_\_\_\_

Legal Land Location							Test Pit		
LSD-1/4	Sec	Twp	Rg	Mer	Lot	Block	Plan	Easting	Northing

Vegetation notes:	Overall site slope %
	Slope position of test pit:

Test hole No.	Soil Subgroup	Parent Material	Drainage	Depth of Lab (sample #1)	Depth of Lab s(ample #2)

Horizon	Depth (cm) (in)	Texture	Lab or HT	Color	Gleying	Mottling	Structure	Grade	Consistence	Moisture	% Coarse Fragments

Depth to Groundwater:	Limiting Soil Layer Characteristic, describe:
Depth to Seasonally Saturated Soil:	Depth to restrictive Soil Layer :
Limiting Topography:	Depth to Highly Permeable Layer Limiting Design:

Key Limiting Feature on System Design:

Weather Condition notes:

Comments: such as root depth and abundance or other pertinent observations: