



INSTALLATION OR MODIFICATION OF THE SEPTIC TANK SYSTEM – DOCUMENT CHECKLIST

Any installation or a modification of the septic tank system requires a certificate of authorization.

- ☐ 1- Form completed and signed by the property owner or their representative
- ☐ 2- A letter of authorization, if the applicant represents the owner
- ☐ 3- Proof of ownership
- ☐ 4- In case of co-ownership, a letter of authorization from the association of co-owners
- ☐ 5- Descriptive letter of the scope of work
- ☐ 6- Copy of the certificate of location
- ☐ 7- Contextual photos in color of the property and the location of the septic tank system
- ☐ 8- Soil analysis report prepared and signed by a professional and a plan showing the new septic tank system indicating :
 - Lot lines, access to the property and setbacks
 - Any utility right of ways or easements
 - Any existing building and structure on the property
 - Impermeable surface, driveway and walkways
 - Existing and/or proposed location of the septic system
 - Existing trees

Important: Site plans that are not prepared by a land surveyor have to be prepared with reference to the up-to date plan of the certificate of location.

- ☐ 9- If the project requires a tree felling, complete a permit application for tree felling and submit it at the same time of the installation septic tank permit application
- ☐ 10- Cost of estimate of work
- ☐ 11- Applicable fees : \$20
- ☐ 12- Once the septic tank is installed, the following documents are required :
 - Certificate of conformity
 - Maintenance contract

Important: Any septic system must comply with the Regulation respecting waste water disposal systems for isolated dwellings Environment Quality Act (Q-2, r.22).

Please note that depending on the nature and complexity of the project, the Town of Baie d'Urfé reserves the right to require any other document necessary in order to establish a better understanding of the project and ensure its compliance with all applicable regulations.