

## On-site Sewage System Application Instruction Sheet

The application must be *fully completed* by the applicant for the application to be processed. Note that the applicant is the Licensee. Your application will not be processed until a complete application is received by the **Department of Justice and Public Safety - Technical Inspection Services**. Incomplete applications will not be accepted and will be returned to the applicant.

The fee for the application is **\$150.00**. Payment is to be made at any Service New Brunswick office or online. All applications require a fee.

Application must contain a system drawing and must show all items as required in 13(3) of Regulation 2009-137 under the *Public Health Act*.

Additional supporting documentation such as survey plans, topography maps, etc. may be requested by an inspector to assess the application.

Signatures are required on the application from the applicant and the current property owner.

If your lot does not have a 911 civic number, flagging tape or other markings must be clearly visible from the roadside as a lot indicator to the inspector.

Please be advised that:

- Once your application has been received by the appropriate inspector, up to seven (7) full business days may be required for the processing of your application;
- Your application must be approved by an inspector prior to the installation, construction, repair and/or replacement of the on-site sewage disposal system;
- Any changes to the application require the approval of an inspector;
- A test pit is required on the property for the assessment of soil conditions. The test pit must be dug and kept open until the Licensee is in receipt of an approval or refusal from an inspector. Please see the document [New Brunswick Technical Guidelines for On-site Sewage Disposal Systems](#) for test pit requirements;
- The approval is valid for 12 months from the date of issue and is non-transferable to another party;
- All permit approvals and refusals will be addressed to the applicant (Licensee).

### All payments are to be made at SNB Offices:

Service New Brunswick offices accept and process on-site sewage disposal applications and license applications. Payments are made to the Minister of Finance at [Service New Brunswick \(SNB\) offices](#) or [online](#).

#### Submission via email:

[On-Site.SewageDisposal@gnb.ca](mailto:On-Site.SewageDisposal@gnb.ca)

#### Submission via fax:

**ATTN:** On-Site Sewage Disposal  
(506) 457-7394

#### Inspector Enquiries

To speak with an inspector in your Region please call between 8:15 am and 4:30 pm

**Toll Free:** 1-844-249-6533



Permit: \_\_\_\_\_

PID #: \_\_\_\_\_

Site #: \_\_\_\_\_

**Application to Install an On-site Sewage Disposal System**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**Please allow seven working days for processing of completed applications**

**PART 1**

LICENSED INSTALLER INFORMATION (APPLICANT)					
Licensee name				License number	
Mailing address					
				Postal code	
Telephone	(work)		(cell)		Fax
Language preference	<input type="checkbox"/> English	<input type="checkbox"/> French	Email		

PROPERTY INFORMATION	
Property location (please give detailed directions, civic number, street, municipality)	
	Lot #
Property owner	Telephone
Property owner mailing address (including postal code)	

LOT DIMENSIONS			
Total area		(m <sup>2</sup> )	Lot dimensions
			(m)

APPLICATION TYPE (PLEASE CHECK ALL THAT APPLY)			
<input type="checkbox"/> Conventional			
<input type="checkbox"/> Non-conventional	<input type="checkbox"/> Engineered	<input type="checkbox"/> Non-conventional license (specify)	
<input type="checkbox"/> new			
<input type="checkbox"/> Replacement (specify type)	<input type="checkbox"/> Full	<input type="checkbox"/> Septic tank only	<input type="checkbox"/> Disposal field only
<input type="checkbox"/> Repair assessment (upon completion of assessment, complete application must be submitted)			
<input type="checkbox"/> Repair (specify type)			

PID #: \_\_\_\_\_

**PART 2**

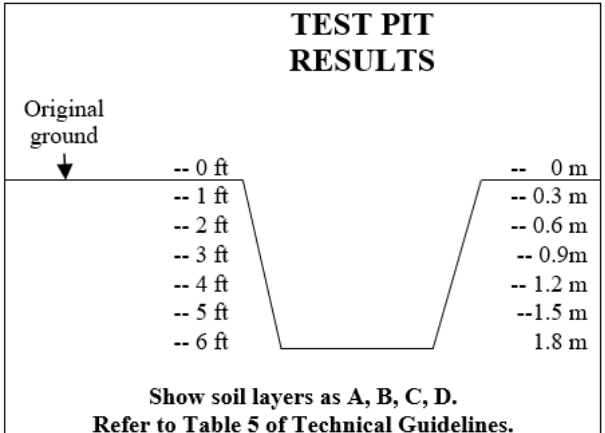
<b>BUILDING AND SEWAGE FLOW INFORMATION</b>			
Type of building	<input type="checkbox"/> Single family	<input type="checkbox"/> Other	
Number of bedrooms / Flow	<input type="checkbox"/> 1 bedroom 750 l/d <input type="checkbox"/> 2 bedrooms 1,022 l/d <input type="checkbox"/> 3 bedrooms 1,365 l/d		
<input type="checkbox"/> Other			l/d (show calculations – see Appendix D)
Additional fixtures (food grinder, Jacuzzi, water treatment, etc.) – Specify			
Are there other buildings with on-site sewage services on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please specify			

<b>WATER SUPPLY</b>			
<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing		
<input type="checkbox"/> Drilled well	<input type="checkbox"/> Dug well	<input type="checkbox"/> Municipal water	<input type="checkbox"/> Other

<b>DISPOSAL SYSTEM TYPE (PLEASE CHECK ALL THAT APPLY)</b>					
<b>Conventional Systems</b>					
<input type="checkbox"/> Pipe	Total length of perforated pipe		Number of rows		
<input type="checkbox"/> Plastic infiltrative chamber	Size of units		Number of units		Number of rows
<input type="checkbox"/> Concrete leaching chamber	Size of units		Number of units		Number of rows
<input type="checkbox"/> Other (specify)					
<b>Non-conventional Systems</b>					
<input type="checkbox"/> Contour					
<input type="checkbox"/> Sloping sand filter	<input type="checkbox"/> Large diameter matted pipe	<input type="checkbox"/> Estimated sewage flow > 5,460 l/d			
<input type="checkbox"/> Other (specify)					
<b>Distribution</b>					
<input type="checkbox"/> Gravity	<input type="checkbox"/> Siphon	<input type="checkbox"/> Pump	<input type="checkbox"/> Pump chamber size:		Type
If pressure dosing of field is required, please specify dosing rate					
<b>Elevation</b>					
<input type="checkbox"/> Trench (in-ground)					
<input type="checkbox"/> Trench (partial mound)					
<input type="checkbox"/> Mound (built-up)	Depth of fill under pipe or chamber				

<b>SEPTIC TANK TYPE</b>	
<input type="checkbox"/> Concrete <input type="checkbox"/> Plastic <input type="checkbox"/> Fiberglass	Size (litres)

PID #: \_\_\_\_\_

ORIGINAL SOIL DESCRIPTION			
Depth to limiting factors: (impermeable soil, bedrock, sandstone)	or	<input type="checkbox"/> > 1.8 m (6 ft)	<div style="text-align: center; border: 1px solid black; padding: 10px;"> <p><b>TEST PIT RESULTS</b></p>  </div>
Depth to water table:	or	<input type="checkbox"/> > 1.8 m (6 ft)	
Is there evidence of mottling? (Seasonal high-water table) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Soil categories: Use the categories below to identify soil layers on the sketch <b>(please check one)</b> .			
<input type="checkbox"/> "A" – Good	<input type="checkbox"/> "B" – Moderate		
<input type="checkbox"/> "C" – Fair	<input type="checkbox"/> "D" – Unacceptable		
<b>See Table 5 of Technical Guidelines for soil category definitions.</b>			

CLEARANCE DISTANCE	
<b>Please check all that apply</b>	
<b>Septic tank distance is equal or greater than:</b>	
1.5 m (5 ft) from any building	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
15 m (50 ft) from any drilled well	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
30 m (100 ft) from any dug well used for potable water	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
15 m (50 ft) from any recreational lakes or streams	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
90 m (300 ft) from lakes or streams used for potable water	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Are there any secondary or abandoned well present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
If yes, indicate well type and distance to well (s) :	
<b>Disposal field distance is equal or greater than:</b>	
1.2 m (4 ft) above bedrock / groundwater / impervious layer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
3.0 m (10 ft) from any building	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
3.0 m (10 ft) from any property line	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
15 m (50 ft) from the high-water line of any body of water	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
23 m (75 ft) from any drilled well	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
30 m (100 ft) from any dug well used for potable water	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
75 m (250 ft) from lakes or streams used for potable water	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
3.0 m (10 ft) from foundation drains or any part thereof	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Are there any secondary or abandoned wells present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
If yes, indicate well type and distance to well(s):	

PID #: \_\_\_\_\_

**ATTENTION SYSTEM OWNER**

As per Section 16(2) and 18 of Regulation 2009-137, under the Public Health Act, it is requirement of the licensed installer to provide to the owner of an on-site sewage disposal system the following documents within ten (10) days after the system has been covered:

- completed Certificate of Compliance,
- a copy of the plan of installation, (construction, repair or replacement)
- the operating instructions for the system

**Privacy Statement**

Should you decide to provide all of the information requested on the form, it is important to know that its submission constitutes consent to the collection, use and disclosure of your personal information. Provision of the information requested is voluntary and you may, without prejudice, decline to respond which might prevent us from processing your request.

The collection, use and disclosure of personal information is protected by the *Right to Information and Protection of Privacy Act (RTIPPA)*, *Personal Health Information Privacy and Access Act (PHIPAA)* and all other applicable legislation, regulation or policy.

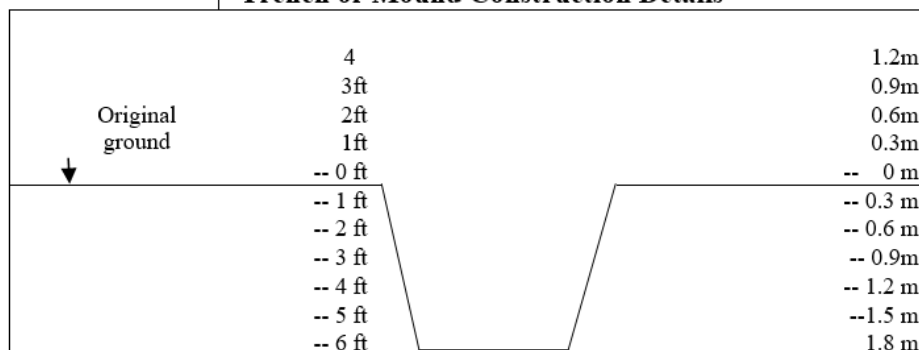
<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/HealthActs/PrivacyNotice.pdf>

**SYSTEM DRAWING**

**You must provide an overhead drawing of the system you plan to install. The drawing must include the following:**

- All applicable clearance distances indicated in the Clearance Distances section of this application.
- Design, including
  - property dimensions, including easements and/or right of ways
  - percentage and direction of slope of the property, dimensions and layout of the on-site sewage disposal system, including system type, number and length of rows in field, lead center distances, and locations of all applicable components
  - separation distances between both the septic tank and disposal field and building locations, property lines, property well(s), adjacent well(s), building foundation drainage system and any part of, and bodies of water within 100m of any part of the proposed system
  - finished ground elevation of the area where the system is or is to be located, in reference to the original ground elevation, including apron and taper where applicable
  - amount of clean crushed rock or sifted gravel around distribution pipe/concrete leaching galleys (where applicable)
  - system materials specifications or, if one is used, the system-manufactured materials specifications
  - any additional information as requested by the Minister or delegate that relates to the work to be done under the approval

**\* Trench or Mound Construction Details**



**Show location of pipe invert (and crushed rock if applicable) in relation to original ground**

**\*Trench or Mound Construction Details must include finished elevation, depth to limiting factor, trench design, etc.**

PID #: \_\_\_\_\_

This must be drawn to scale if the property is 2000 sq. m or less.  
scale 1 mm = 1 foot or 5 mm = 1 m  
OVERHEAD VIEW


**Name of licensee (please print):**

**Signature of licensee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of property owner (please print):**

**Signature property owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_