



CLEARVIEW

Decommissioning Septic Tanks Information Guide

The Clearview encourages you to properly decommission your septic tank / sewage system when hooking up to municipal services or replacing an existing septic system

1. Locate the septic tank and uncover the top of the tank (generally 12-24" below ground level).
2. Remove the lid and have the septic tank effluent (liquid and sludge) pumped out by an approved sanitary septic Hauler. This is important, as the effluent will contain bacteria and viruses that could make you or your family ill. If you can't have the tank pumped immediately, mark the location of the tank so it is clearly visible (cover the hole and flag it).
3. Fill in the septic tank completely with soil (sand or gravel works best) and put the lid back in place, or break the lid and the top of the tank apart, put the pieces into the bottom of the tank and fill in the open tank with soil.
4. Backfill the soil around the septic tank slightly higher than ground level to allow for settling.
5. Disconnect the power at the source to all electrical controls and remove all tank accessories (pump, float switches).
6. Remove all electrical lines, (including buried service line) that will not be used for other purposes. Devices containing mercury (float switches) must be disposed of at a Licensed Hazardous Waste Facility.

How to apply for a building permit

To apply for a building permit, visit our website www.clearview.ca/portal Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

Cost of building permit

The cost of the permit is \$193.00, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include.

- A Building Official is required to confirm that the septic tank has been decommissioned.

Important Numbers to Know

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Any Questions?

Phone: 705-428-6230 ext. 232

Web: www.clearview.ca

Office hours.

Monday to Friday

8:30am – 4:30pm