

Alberta Safety Codes Authority (ASCA)
PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION GUIDELINES

PRIVATE SEWAGE DISPOSAL SYSTEM (PSDS) PERMITS ARE REQUIRED TO INSTALL, ALTER, OR ADD TO A PRIVATE SEWAGE DISPOSAL SYSTEM.

NOTE: The *Safety Codes Act* requires that owners or certified private sewage installers in Alberta obtain permits before installing, altering, or adding to a private sewage disposal system.

When applying for a private sewage disposal system permit, remember that:

- The permit must be issued prior to starting the work. Please provide time for the safety codes officer to review the application and provide feedback prior to starting the installation.
- The permitted work must comply with all applicable codes and regulations.
- Permits have expiry dates. Most private sewage disposal system permits expire within 90 days.

Before You Apply

Installing a private sewage disposal system requires a substantial amount of planning. A site evaluation must be completed to assess and quantify the capability of the site to properly treat and safely disperse the wastewater effluent. The site's "capability" to treat wastewater is a combination of the site's soil characteristics and ability to accept the quantity of wastewater, meet separation distances to other features, and contain the depth of suitable soil needed to achieve treatment.

For all soil-based treatment systems, you are required to include a completed site evaluation and system design report as per the current Alberta Private Sewage Systems Standard of Practice. A site and soil evaluation is a key component affecting the selection, design, and long-term performance of a private sewage disposal system.

For a complete list of required documents, please review ASCA's *Private Sewage Disposal System Application Document Checklist*.

Completing Your Application

The following information is intended to assist in completing ASCA's private sewage disposal system permit application. ASCA contracted agencies are available throughout Alberta to assist with the application process. To obtain information on ASCA contracted agencies available in your municipality, visit our website at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/>

The *Alberta Permit Regulation* governs matters related to the safety codes permits. This Regulation sets specific requirements for information that **must** be included on a permit application. A permit cannot be issued if you do not provide this mandatory information.

How can I sign my permit application?

1. **Fill out the form digitally** through the open browser.
2. Once completed, **save it to your device**.
3. **Close the permit application** that is open in your browser.
4. **Reopen the permit application** through your choice of e-Signature / Digital Signature software to sign the permit application electronically.

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*Please note that providing an email address is required for completing the permit application. This is necessary to ensure effective communication and timely updates regarding your permit application and project compliance monitoring. Additionally, your email address will serve as a primary means of contact for all notifications and correspondence related to the permit application, permitting, inspections, and compliance monitoring progress.

After Your Permit Is Issued

Permits include site inspections performed by certified safety codes officers and are critical to ensuring that your installation will result in a private sewage disposal system that reduces the risk to public health and the natural environment to a level that is deemed acceptable.

The permitting agency will communicate the minimum number of required inspections to the permit applicant as part of the issued permit and/or plan review document. **It is the permit applicant's responsibility to call the permitting agency to arrange for the required inspections.** To ensure that your inspection takes place on schedule, we recommend contacting the permitting agency 2 to 5 days in advance of the anticipated inspection date.

Completing Application Fields

Permit Applicant

In the private sewage discipline, a permit can be issued to a certified private sewage installer, an owner who resides or intends to reside in a single family residential dwelling where the private sewage system serves that dwelling, or an owner of a farm building where the private sewage system serves the farm building.

Section 1(1)(v) of the *Safety Codes Act* defines "owner" includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership.

Application Date

The date you will be submitting the application.

Development Permit Number (if applicable)

Municipalities require a development permit for new construction, renovation, and change of use of buildings. For more information, contact your municipality's planning and development department.

Estimated Start Date

The date you expect to begin the work associated with this permit.

Estimated Completion Date

The approximate date you expect to complete the work associated with this permit.

Value of Work (labour and materials)

The combined dollar value of the materials used for the work being completed and the labour cost to complete the work. The value expressed should be the current industry value, not a discounted rate.

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Owner Name

As per the *Alberta Permit Regulation*, owner information is required even when the certified private sewage installer is applying for the permit. Owner email address is required. The owner is ultimately responsible for ensuring that the work complies with the *Safety Codes Act*. Certain communications and documents will always be issued to the owner, including:

- A non-compliant final inspection report, providing information on the condition of the work at the time of the inspection.
- A permit services report, issued when the permit is closed, providing the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Contracting Company Information

This information is required if the certified private sewage installer is applying for the permit.

Contact Name

Include the contractor's primary contact information. Contact email address is required.

Project Location

A permit application must include the address of the location where the work will take place. Ensure an accurate and full address is provided and indicate the municipality name.

*Legal land description is required (e.g. lot/block/plan; municipal address, long legal).

Directions

Directions will help the safety codes officer find the project location for inspection(s).

Description of Work

A permit application must describe, in full, the work governed by the permit. This description should give the safety codes officer an idea of what to expect at the worksite, technical aspects and the scope of the work. Select the check box indicating the status of the project.

Type of Work

Select the type that best describes the work to be completed and include the applicable details for the project.

Initial Component

Indicate only the component(s) being installed for the work being completed. Include the model number, working capacity, and CSA certificate number.

Soil Based Treatment Summary

Select the type of soil-based treatment system to be installed as per the system design and complete the remaining soil-based treatment summary.

NOTE: Only one treatment system should be selected.

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Permit Applicant's Signature

The permit applicant is required to sign the permit application. A convenient and preferred signing method is e-Signature or Digital Signature. If the certified private sewage installer is the permit applicant, their certification number and signature are required.

Permit Fee – OFFICE USE ONLY

Fees for a permit will be calculated by the permit-issuing agency.