



Inquiries: info@ijd.ca
Phone: 1-877-617-8776
E4, 5560 45 St
Red Deer, Alberta T4N 1L1

GUIDELINES

PRIVATE SEWAGE DISPOSAL PERMIT APPLICATION PROCESS

Applying for PSDS permit, remember that:

1) The permit will be valid for **90 days** from the date of issuance. Some exceptions apply.

By applying for a PSDS permit, the owner/contractor is taking steps to ensure that all the work performed will be in compliance with all applicable safety codes and regulations.

If the work is in progress or has been completed, a permit is still required.

Inspections of the work being completed are critical to ensure your safety. PSDS permits will require 1 inspection during the installation or upon completion.

Arrange to provide 2-5 days' notice before the inspection. As the applicant or owner, it is your responsibility to have all the inspections completed to ensure the safety of the occupants.

How to complete the application:

Application Date: Date you will be submitting the application to us.

Estimated Project Completion Date: This is the date you expect the work associated with this permit to be completed.

Permit Applicant: A permit may be issued to an owner or contractor. The table below illustrates when the owner of a property may apply for the permit, in all other situations, a contractor with the required credentials must apply for the permit.

A permit issuer may issue a PSDS permit to:

Owner

An owner who resides in a single family residential dwelling if the PSD system serves that dwelling or

An owner of a farm building* if the PSD system serves the farm building

Contractor

A Certified Installer listed here:

http://www.municipalaffairs.gov.ab.ca/CP_PrivateSewageContractorList

Owner Information: This section is mandatory, even if the contractor is submitting the permit application. It is a requirement under the *Alberta Permit Regulation* to obtain the property owner's name and mailing information. Email addresses are encouraged. Obtaining complete and accurate information is necessary for several reasons. Most importantly, the owner is ultimately responsible for ensuring the work complies with the *Safety Codes Act*. The final inspection report and a permit services report will be sent directly to the owner. The final inspection report will provide the owner with the condition of work at the time of the inspection. If there are deficiencies, the owner is ultimately responsible but should allow the contractor time to repair. A permit services report is issued when the permit is closed and alerts the owner as to the final outcome of the inspection process. If Deficiencies still exist; the owner may require additional actions.

Owners will be contacted in the event of a no-entry inspection, when a variance is issued if the permit expires and will receive a copy of the final inspection report and permit services report.

Contractor Information: This section is mandatory if the permit is being requested by a contractor. Ensure the site supervisor or prime contact information is provided.

Project Information: It is a requirement under the *Alberta Permit Regulation* to obtain the address of where the construction will take place. It is vital to clearly state the municipality where the project is located. Ensure an accurate street address is provided, as this information is used by the Safety Codes Officer (inspector) to find the work location. Include written directions as required as map applications may not have the ability to find rural locations or new streets.

Description of Work: A requirement under the *Alberta Permit Regulation* is to describe the undertaking or portion of the undertaking governed by the permit, including information satisfactory to the permit issuer regarding the technical nature and extent of the undertaking. A description of work should always be included so that the Safety Codes Officer knows what they should be inspecting when they are on the work site. Check the appropriate box for the status of work.

Private Sewage Systems Design Tools and Forms:

Required documentation includes but is not limited to a soil profile log, lot diagram, soil analysis report and the system design details. Work sheets are included with these instructions.

Visit: http://www.municipalaffairs.gov.ab.ca/CP_PSDS_DesignToolsAndForms.

Signatures: The owner is required to sign if they are applying for the application. Contractors must provide the journeyman's name, certification number and signature.

Fees: Fees for a permit will be calculated by the agency.

Completing the application process:

Ensure the following items are complete:

- Application form completed and signed. Be sure to include project completion date, value of work and other information as required.
- Payment for applicable fees
 - Credit card information
 - Cheque payable to IJD Inspections Ltd. must be received prior to inspections.

That's it, you're done!

Now email, fax or mail your completed application to us.

Email: permits@ijd.ca

Fax: 1-866-801-7639

Mailing Address: # E4, 5560 45 St. Red Deer, Alberta T4N 1L1

We will issue your permit and send you a copy the same way we receive it (email, fax, mail).

SITE EVALUATION REPORT

The information requested in this document must be submitted with the permit application as required by the Private Sewage Systems Standard of Practice 2009.

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 **

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

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.

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.

Onsite Sewage System Site Evaluation Lot Diagram Field Sketch and Notes

Project Name:

Lot or Legal Description:

Date:

	<p>↑ N</p>											<p>Show the proposed location of the onsite sewage system and the following items indicating their distances from the proposed system:</p> <p>trees floodplains wells water sources surface water bedrock outcrops buildings property lines easement lines ditches or interceptors banks or steep slopes fills driveways existing sewage systems underground utilities soil test pit and borehole locations</p>	
<p>drainage course</p> 					<p>slope direction</p> 			<p>borehole BH 1 </p>	<p>Test Pit P1 </p>				

Comments:

Property line GPS coordinates:
 GPS coordinates of well:
 GPS coordinate of tank:
 GPS coordinates of soil treatment component corners:

Additional information is required separately for the system design detail.

Alberta Private Sewage Treatment System Soil Profile Log Form

Owner Name or Job ID.										
Legal Land Location							Test Pit GPS Coordinates			
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 sample #2

Hori- zon	Depth (cm) (in)	Texture	Lab or HT	Colour	Gleying	Mottling	Structure	Grade	Consistence	Moisture	% Coarse Fragments

Depth to Groundwater		Restricting Soil Layer Characteristic	
Depth to Seasonally Saturated Soil		Depth to restrictive Soil Layer	
Site Topography		Depth to Highly Permeable Layer Limiting Design	

Key Soil Characteristics applied to system design effluent loading	
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Weather Condition notes:

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