

Existing Sewage System - Application Review

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OWNER INFORMATION					
Name:			Phone #:		
Mailing Address:				Postal Code:	
Email:					
Name of Agent:			Phone #:		
PROPERTY DESCRIPTION					
Municipality:			Township of Havelock-Belmont-Methuen:		
House #/Street/Road:				Lot:	Conc:
Plan #:		Sublot:		Roll Number:	
EXISTING SEWAGE SYSTEM INFORMATION					
Indicate Type: Septic Tank/Leaching Bed <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other: _____					
Do you posses records respecting your existing sewage disposal system?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
➔ If yes, attach copies of the records or provide permit #:					
➔ If known, state year that:		1. Sewage system installed:			
		2. Premises built:			
		3. Owner of property when system installed:			
REASON FOR APPLICATION					
Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change in Use <input type="checkbox"/> Other <input type="checkbox"/> :					
PROPOSAL					
EXISTING		PROPOSED		TOTAL ON COMPLETION	
Square Footage		Square Footage		Square Footage	
Bedrooms		Bedrooms		Bedrooms	
Toilets		Toilets		Toilets	
Bathtubs and/or Showers		Bathtubs and/or Showers		Bathtubs and/or Showers	
Kitchen Sink		Kitchen Sink		Kitchen Sink	
Washbasins		Washbasins		Washbasins	
Dishwashers		Dishwashers		Dishwashers	
Clothes Washers		Clothes Washers		Clothes Washers	
Laundry Tubs		Laundry Tubs		Laundry Tubs	
Garage/Outbuildings		Garage/Outbuildings		Garage/Outbuildings	
Other:		Other:		Other:	



Building Department
1 Ottawa St E PO Box 10
Havelock ON,
K0L 1Z0

Agent/Owner Authorization Form

A. Project Information

Street Address: _____

Proposed project:

B. Party to be authorized

Name: _____

Corporation or Partnership: _____

Address: _____ Lot/Con: _____

Phone #: _____ Cell #: _____ Email: _____

C. Declaration of Owner

I, _____, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Department of the Township of Havelock-Belmont-Methuen in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date: _____ Signature: _____

The Ontario Building Code states that “owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession”.

Note: This form is valid only for one access to Building Permit record application. Subsequent applications by an authorized agent will require a new agent authorization form completed by the current property owner.