



**PRIVATE SEWAGE RECEIPT FORM**

This application form, once processed, serves as a **receipt** for proof of payment for the application. **This is not a Permit.**  
**No work is to begin unless a permit has been issued.**

**Application Date (Month/Day/Year):** \_\_\_\_\_ **Related Building Permit Number (if applicable):** \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Current stage of Work:**  Private Sewage work has not started  Private Sewage work is in progress  Private Sewage work is complete  
**No work is to begin unless a permit has been issued.**

**Project Location:**

Municipal Address: \_\_\_\_\_ Unit / CRU number (if applicable): \_\_\_\_\_  
Legal Address: Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_  
Subdivision Name (if applicable): \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
Directions / Comments: \_\_\_\_\_

**Contractor Permit:**

- All Private Sewage System installations must be performed by a Certified Private Sewage Installer as per Rocky View County's Policy #449 – 'Requirements for Wastewater Treatment Systems'  
- Homeowner installations of Private Sewage Systems are not accepted in Rocky View County.

Contractor (Company): \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Certified Installers ID#: \_\_\_\_\_ Installer's Name: \_\_\_\_\_ Installer's Signature: \_\_\_\_\_

**General Contractor/ Builder (if applicable):**

Contractor: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF OCCUPANCY**

Residential - Number of Bedrooms: \_\_\_\_\_  
 Commercial /Industrial  
 Other: \_\_\_\_\_

**TYPE OF WORK**

New Installation  
 Alteration / Upgrade

Please indicate if this application is for a holding tank only:  Yes  No

Is a NSF/ANSI Standard 40, Class 1, Treatment Plant required?  Yes  No

*\*NOTE: ANY LOTS IN BETWEEN 1.98 AND 3.95 ACRES WILL REQUIRE THE ABOVE PRIVATE SEWAGE SYSTEM AS PER ROCKY VIEW COUNTY'S POLICY #449.*

**PRIVATE SEWAGE PERMIT APPLICATION PROCESS:**

- 1) This application form, once processed, serves as a **receipt** for proof of payment for the application. **This is not a Permit.**
- 2) The Private Sewage Permit is not issued until such time that a complete **Private Sewage Design Permit Application** is submitted to, and approved by Davis Inspection Services. The **Private Sewage Design Permit Application** package to be filled out is available from Rocky View County once this receipt is processed.
- 3) No work is to start before permit issuance. If excavation and installation is started prior to permit issuance, penalty fees may apply and the applicant may be required to uncover any installation to the satisfaction of the inspector.
- 4) A site inspection will be required before the system is covered.
- 5) Private sewage designs and installations within Rocky View County are required to meet the criteria in Rocky View County's *Policy #449 - Requirements for Wastewater Treatment Systems*.
- 6) The installation of Private Sewage Systems in Rocky View County must be completed by a certified private sewage installer and must meet the requirements of the Safety Codes Act. Homeowner Installations are not accepted.
- 7) Some Subdivisions and Direct Control Districts have specific design and installation requirements. Please ensure you are familiar with any requirements for your area.

*"I have read, understood and agree to abide by the permit information and permit holder responsibilities on this application, and I hereby declare the submitted application information provided on this form to be true, complete and correct."*

Applicant Signature: \_\_\_\_\_

*The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.*



## IMPORTANT INFORMATION ABOUT PRIVATE SEWAGE APPLICATIONS

- **No work is to begin unless a permit has been issued.**
- Private sewage designs and installations within Rocky View County are required to meet the criteria in Rocky View County's *Policy #449 - Requirements for Wastewater Treatment Systems*.
- Some Subdivisions and Direct Control Districts have specific design and installation requirements. Please ensure you are familiar with any requirements for your area.
- The installation of Private Sewage Systems in Rocky View County must be completed by a certified private sewage installer and must meet the requirements of the Safety Codes Act. Homeowner Installations are not accepted.
- Private sewage design submissions and works are inspected by an inspection service company on behalf of Rocky View County.
- Private sewage fees paid to Rocky View County include one design review and one site inspection. Please review the information documents: **Inspection Requirements** available at: [www.rockyview.ca/inspections](http://www.rockyview.ca/inspections)
- The inspection service company may issue 'extra fee notices' to be paid for:
  - work not ready at time of scheduled inspection,
  - no access at time of scheduled inspection,
  - additional inspections due to project complexity,
  - failure of an inspection (requiring a return inspection).All extra fees are to be paid in full before subsequent inspections can be scheduled.
- All fees (including extra inspection fee notices, issued by the inspection service company) are to be paid to Rocky View County. Please refer to our website: [www.rockyview.ca/BuildingPlanning/BuildingPermits/Fees](http://www.rockyview.ca/BuildingPlanning/BuildingPermits/Fees) for current fee rates and payment options.
- **All permits expire one year from the date of issuance.** Extensions to the permit expiration date can be requested from Rocky View County Building Services in writing, before the expiration date. If the permit expires, renewal fees will apply to reactivate / renew the permit(s).

### **Once a permit has been issued, the permit holder(s) is responsible for:**

- Complying with the terms and conditions of the permit. Please ensure the permit conditions are reviewed thoroughly.
- Ensuring that all required inspections are booked and finalized with no outstanding deficiencies before the permit expiry.
- Notifying the permit issuer if:
  - there is a change in ownership and/ or contractor from what was submitted on the permit applications, (a permit is not transferable to any other person unless the transfer is authorized in writing by the permit issuer). If a change of contractor occurs after the work has begun and/or been inspected, a new permit must be applied for under the new contractor for the remainder of the work.
  - there is a change to the owner's, applicant's or contractor's contact information.
  - there are changes to submitted plans or scope of work, (changes to the work in type, size and value has an impact on permit. Unapproved changes, incorrect / insufficient information can result in cancellation of a permit.)
  - the permit holder (owner or contractor) does not intend to complete the undertaking,
- Under the Safety Codes Act, the owner and/or agent is responsible for ensuring that any thing, process or activity to which this Act applies, meets the requirement of the Safety Codes Act.

Once the private sewage receipt is processed by Rocky View County, the applicant will submit a **PRIVATE SEWAGE DESIGN PERMIT APPLICATION** to **Davis Inspection Services Ltd** for approval and permit issuance: **Email:** [info@davisinspections.ca](mailto:info@davisinspections.ca)

### **To Book a Private Sewage Permit Inspection:**

Please schedule inspections at least three to five business days prior to the preferred inspection date.

**Online:** [www.rockyview.ca/inspections](http://www.rockyview.ca/inspections)