



# Building/Septic System Permit Requirements

## Township of Havelock-Belmont-Methuen

Prior to the issuance of a Building or Demolition Permit, one or more of the following may be required in addition to the application (Cloudpermit <https://ca.cloudpermit.com> ),

1.  Amendment to Zoning By-law
2.  Committee of Adjustment – Minor Variance
3.  Permit **Septic System Permit**  
Building Department, Havelock-Belmont-Methuen  
Information and requirements can be found at:  
<https://www.hbmtwp.ca/doing-business/sewage-systems/>
4.  Permit **Crowe Valley Conservation Authority**  
70 Hughes Lane  
Box 416  
Marmora, ON K0K 2M0  
(613) 472-3137 <http://www.crowevalley.com/>  
info@crowevalley.com
5.  Permit **Entrance**
  - a) **Township of Havelock-Belmont-Methuen**  
Public Works  
(705) 778-2481 OR 705-778-2308
  - b) **County of Peterborough – Roads Department**  
(705) 775-2737 Ext. 320
6.  Approval **Terri Cox for Source Water Protection Areas**  
Risk Management Official/Risk Management Inspector  
[tcox@otonabee.com](mailto:tcox@otonabee.com)  
Phone: 705-745-5791 Ext 219/ Fax 705-745-7488
7.  Permit **Ministry of Transportation-Highway Corridor Management**  
You may need a permit if on or near a provincial highway.  
Go to Highway Corridor Management Online Services  
<https://www.hcms.mto.gov.on.ca>
8.  Site Plan drawn by a competent draftsman or equal according to attached requirements.
9.  One sets of Building Construction Plans uploaded into Cloudpermit <https://ca.cloudpermit.com> drawn by a competent draftsman or equal. Plans, submitted into the Cloudpermit Online application system, shall include:
  - Foundation / Basement Plan
  - First Floor Plan
  - Second Floor Plan
  - Heating / Ventilation (HVAC) design and calculations (by a qualified designer)
  - All wall sections and details
  - Section through attached garage
  - Elevations – 4 views

10.  Building/Septic Applications uploaded into Cloudpermit <https://ca.cloudpermit.com> and Fee
11.  Development Charges Fee if applicable.

*\* Professional Engineer approval may be required by the applicant following a review of the application and plans.*

After the Issuance of a Permit, the applicant is required to:

- Call the office for required building and plumbing inspections. **48 hours notice is required for all inspections.**
- Inform the Building Official of any changes to the building plans. Changes need to be approved.

**SITE PLAN REQUIREMENTS (For further septic site plan requirements see website)**

The following shall be shown clearly on the site plan:

- Drawn to the appropriate scale
- Include all existing buildings and sizes
- Lot dimensions
- All four setbacks to building (proposed and existing)
- Septic locations (proposed and existing)
- Surface water drainage by arrows (not to flow to adjacent properties)
- Any retaining wall
- North arrow
- Street name and number
- Legal description of property
- Right-of-way width (fire road)
- Proposed and existing swales and ditches
- Foundation or sump drainage (to dry well or ditch)
- Proximity to above ground electrical wires

Commercial properties also need to include:

- Hours of operation
- Proposed signs and locations
- Proposed illumination and location

Travis Toms, Chief Building Official  
[cbo@hbmtwp.ca](mailto:cbo@hbmtwp.ca)

Administrative Assistant, Sonia Aaltonen  
[saaltonen@hbmtwp.ca](mailto:saaltonen@hbmtwp.ca)