

# Guidance for Installers: Constructing & Permitting an Onsite Wastewater Treatment and Disposal System

This fact sheet is intended to provide general direction to onsite sewage treatment and disposal system installer's on the general business practices to follow when seeking to construct a system. However, the Saskatchewan Onsite Wastewater Disposal Guide and all relevant legislation should be reviewed for further reference to ensure that all necessary actions are completed.

## 1 Step 1: Installer or property owner obtains an application

The installer or property owner should obtain the most recent Sewage Disposal Permit Application from the local Regional Health Authority. Information needed for the completion of the application are obtained in steps 2 and 3.

## 2 Step 2: Installer conducts or contracts the site investigation

The design of an onsite wastewater treatment and disposal system requires a careful and complete site investigation. A detailed soils investigation should occur, in particular, at the depth of the infiltrative surface but should extend 1.5 m (5 ft) below this surface. The investigation should include a description of the soil profile, including horizons, texture, structure, consistence, and colour. A description of key features (such as soil gleying or mottling) and their measured depths should be collected in each test pit. Particle sizing of soils within the test pit should occur at depths of 0.9 m (3 ft), 1.5 m (5 feet) and 2.8 m (8 ft). Flow

restricting horizons, the water table, seasonal high water table, and other soil moisture conditions should also be identified.

Characteristics of the site including slopes, slope types, items of interest (trees, buildings, nearby wells and other water sources, water courses, property boundaries, etc) also should be identified.

## 3 Step 3: Installer designs the onsite wastewater treatment system

The installer should consider the information collected in Step 2 and any information available from previous areas studies, which may be available from the Regional Health Authority, and determine the best type of system for that particular site. The installer should then size the system appropriately for the maximum occupancy of the home or facility the onsite system will serve (refer to the most recent version of the Saskatchewan Onsite Wastewater Disposal Guide for detailed information on sizing and design). The Regional Health Authority should be contacted early in this process for their input and to ensure that the necessary pre-construction work has been completed.

The Saskatchewan Onsite Wastewater Disposal Guide is available online at [www.health.gov.sk.ca](http://www.health.gov.sk.ca)



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## 4 Step 4: Installer applies for a Sewage Disposal Permit

After completing the design of the system and prior to beginning any construction, the installer should apply to the local Regional Health Authority for a Sewage Disposal Permit. The Regional Health Authority should be contacted for the most up to date application form. The information specific to the onsite sewage treatment and disposal system on the application should include:

- » expected sewage flow
- » soil classification
- » percolation test results (if completed)
- » depth to water table if less than 3 m (10 ft) from ground surface
- » septic/holding tank size
- » final disposal/treatment system type and size
- » detailed site plan

## 5 Step 5: Permission to construct the work is granted by the RHA

Health region officials will review the application prior to granting permission. Further information or modifications to the proposed design may be required prior to permission to construct being granted.

No construction may occur until after permission is granted by the local Regional Health Authority.

## 6 Step 6: Installer installs the system but does not cover

After receiving permission to construct the system, the installer should begin construction of the works. Typical excavation best practices should be followed such as ensuring there is no underground services by calling Sask 1st Call at 1-866-828-488 and any other service provider that may not participate in Sask 1st Call.

It is also important to notify the Regional Health Authority at least 48 hours in advance of the construction in order to arrange for an inspection of the works. No part of the sewage works shall be covered until permission is granted by the local authority (ie. Regional Health Authority) .

## 7 Step 7: Regional Health Authority approves the onsite sewage works

After receiving notification that the construction is occurring, Health Region officials will determine if an inspection is necessary. The Health Region may require modifications to the system prior to approving it.

Upon either the completion of a satisfactory inspection or if no inspection is necessary, the Health Region will approve the private sewage works.

## 8 Step 8: Installer completes construction of the system

Upon the receipt of the Health Region approval of the onsite sewage works, the installer may complete the construction and covering of the system.

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### Regional Health Offices

Regina Qu'Appelle	Regina	(306) 766-7755	Saskatoon	Saskatoon	(306) 655-4605
Prince Albert Parkland	Prince Albert	(306) 765-6600	Cypress	Swift Current	(306) 778-5280
Prairie North	North Battleford	(306) 446-6400	Five Hills	Moose Jaw	(306) 691-1500
Keewatin Yatthe	Buffalo Narrows	(306) 235-5811	Heartland	Rosetown	(306) 882-6413
Kelsey Trail	Melfort	(306) 752-6310	Sun Country	Weyburn	(306) 842-8618
Mamawetan Churchill River	La Ronge	(306) 425-8512	Sunrise	Yorkton	(306) 786-0600

<http://www.health.gov.sk.ca/health-region-list>