

SEWERAGE HOLDING TANKS

1. What is a “Holding Tank”?

A holding tank is a large container that is used to collect and temporarily store sewage from a home or building. The sewage is removed and transported to an approved location for disposal. Holding tanks are used when it is not possible to install a sewage disposal system on a property or connect to a community sewer system.

A person must not install, repair, or alter a holding tank unless they hold a permit issued by an Environmental Health Officer. Applications for a holding tank permit are evaluated on a case-by-case basis. Prior to issuing a permit, the Environmental Health Officer must be satisfied that the use of a holding tank will be adequate to deal with the sewage generated at a particular site and that it is unlikely to cause or contribute to a health hazard.

*For specific information about the design, siting, and installation of holding tanks see our “**Holding Tank Planning and Installation Guidelines**”. The Guidelines can be found at:*

www.northernhealth.ca,
under *Your Health - Environmental Health - Sewerage and Subdivision*

2. How do I apply for a Holding Tank Permit?

Applicants (owner of the property or someone acting on their behalf) must submit the following information, along with a **\$400 application fee**, to the local Health Protection office:

- a. A completed “**Holding Tank Permit Application**”. Find the holding tank application form at: www.northernhealth.ca, under *Your Health - Environmental Health - Sewerage and Subdivision*.
- b. Supporting documentation (e.g. design plans, specifications, site plan, maintenance plan) described in the “**Holding Tank Planning and Installation Guidelines**”. To find more information and a copy of the Guidelines go to: www.northernhealth.ca, under *Your Health - Environmental Health - Sewerage and Subdivision*.
- c. Any other information, as requested by an Environmental Health Officer.

Note: *Local or regional governments may have bylaws in effect which prohibit or regulate the construction of a sewage holding tank. In such cases, the more restrictive requirements for the holding tank will apply*

3. What is the application process?

Upon receipt of payment and a completed application package, the Environmental Health Officer will review the submitted information. A “**permit to construct**” may be issued if the reviewer is satisfied that the holding tank is adequate to deal with the domestic sewage originating from the structure and that the use of the holding tank will not, if the maintenance plan is followed, cause a health hazard.

Note: *Incomplete applications will be returned to the applicant and the review process will be halted until a complete application is received.*

4. When can I start using the Holding Tank?

Once the installation of a holding tank has been completed, the applicant must submit a “**Record of Installation**” and all supporting documents to the local Environmental Health Officer. A holding tank must not be used until this form has been accepted by the Health Authority. To find more information and the Record of Installation form go to: www.northernhealth.ca, under *Your Health - Environmental Health - Sewerage and Subdivision*.