

## AUTHORIZED PERSON SUBMISSION CHECKLIST

This checklist has been developed for each part of the process to ensure that your submission meets Interior Health requirements. Should you have any questions or require clarification about the *Sewerage System Regulation* filing process, please contact us at [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca).

### INITIAL FILING CHECKLIST REQUIREMENTS

- 1. **IH Sewerage Registry Account Profile** form, **AP Details** tab, completed in full including first name, last name, phone number and mailing address.  
*Your **AP Details** information will populate onto the documents created by the IH Sewerage Registry (i.e. applications and receipts). **The AP Details must be your information as the Authorized Person.***
- 2. Record of Sewerage System (RSS) – all application fields must be completed in full and correctly [i.e. the **Owner** and **Sewerage System** tabs in the Registry or the RSS form for emailed submissions to Environmental Assessment ([EA@interiorhealth.ca](mailto:EA@interiorhealth.ca))].
- 3. Correct Folio / Assessment Roll Number verified with a BC Tax Assessment or similar legal document that proves the tax assessment roll number, civic address, property identification # (PID), and legal description for the sewerage system. These must be uploaded under the appropriate drop down document choice: **BC Tax Assessment, Land Title or Regional District Property Report** in the registry.
- 4. GPS co-ordinates (*optional*), the Latitude should be between 49 to 54. The Longitude must be a negative value and with-in the range of -126 to -113 in order to map with-in IH boundaries and to submit your submission for review.
- 5. Authorized Person or Engineer seal and signature on all supporting documents submitted to the registry. RSS Form emailed to EA does not need to be signed/stamped.
- 6. Proposed drawings / site plan / record of design scaled or with measurements that outline where the system will go. Must be stamped and initialled by an AP.
- 7. Soil assessment and perc / test pit information. Must be stamped and initialled by an AP.
- 8. System Specifications that describe system detail (e.g. DDF / design rationale). Must be stamped and initialled by an AP.
- 9. Conflicts (restrictive covenants, easements or health order); if yes is checked, provide documentation.
- 10. Only a ROWP with Planner (PL) credentials, or a Professional Engineer in good standing with their governing body, to submit filings.
- 11. Registry submissions must have documents uploaded under the correct corresponding heading(s), as outlined in the AP User Guide. Filing packages can be uploaded as one report under the **RSS Other Supporting Documentation** heading without the BC Tax Assessment, Land Title or Regional District Property Report included; these three documents must go under their corresponding heading(s).

## LETTER OF CERTIFICATION MINIMUM SUBMISSION REQUIREMENTS

- 1. Letter of Certification (LOC) filed within two years of initial RSS Paid date and/or within 30 days of construction. Must be filed, stamped and initialled by the original AP.
- 2. As-Built drawings / site plan / record of design that shows the details of where the sewerage system is located on the property, and where it is attached to the dwelling, with measurements or a scale. Must be stamped and initialled by an AP.
- 3. Maintenance Plan for the running of the sewerage system, e.g. dos/don'ts and scheduled maintenance details. Must be filed, stamped and initialled by the original AP.
- 4. If not, the Planner who installed the system, provide the Installer's name and Registration Number.
- 5. Registry submissions must have the As Built drawings / specifications uploaded under the LOC Other Supporting Documentation heading and the Maintenance Plan under its corresponding heading.
- 6. If you are submitting your LOC submission through [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca) or [Environmental Public Health office](#) – please provide a completed [820124 Sewerage System Maintenance Schedule](#) form for Sewerage Registry Intake Support to data enter into the IH Sewerage Registry on your behalf.

## RECORD OF SEWERAGE AMENDMENTS MINIMUM SUBMISSION REQUIREMENTS

- **Reasons for filing an Amendment:**
  - Any significant changes to the plans or specifications, per SPM (sec **III-3.6.1 Significant Changes to Design During Installation**).
  - RSS revisions, i.e. revisions needed on the Owner and/or Sewerage System tabs in the IHSR. These tabs should be reviewed and updated accordingly for the Amendment submission.
- **Documents to be submitted:**
  - Revised RSS Submission, where applicable
  - Any additional documentation, stamped & initialled by the original AP who filed the RSS.
- **Registry amendments – comment must be added specifying the reason for the amendment.**

**NOTE: Incomplete submissions that do not meet these standards will be returned** for revision before being accepted by Interior Health. Please ensure that **all documents and reports are stamped / sealed and initialled by the Authorized Person**.

## RESOURCES

- [IH Sewerage Registry for Authorized Persons](#) Training Guide
- [BC Sewerage System Regulation](#)
- [Sewerage System Standard Practice Manual](#)
- [820124 Sewerage System Maintenance Schedule](#) form

Contact your local [Environmental Public Health & Licensing office](#) if you have questions.