

Interior Health Online Sewerage Registry Submission Checklist

This checklist has been developed to ensure that your submission to the Interior Health Online Sewerage Registry meets requirements. Should you have any questions or require clarification about the filing process, please contact us at EA@interiorhealth.ca.

Record of Sewerage System Minimum Submission 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. 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 entered into the appropriate fields. If there is information that does not fit in a field, put it in the Location Description box.
- ☐ 3. Ownership tab – all fields completed in full including a contact number for the property owner.
- ☐ 4. Sewerage System tab – all fields must be completed in full. GPS co-ordinates are optional. Conflicts (restrictive covenants, easements, or health order); if yes is checked, provide documentation.
- ☐ 5. 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.
- ☐ 6. Authorized Person or Engineer seal and signature on all supporting documents.
- ☐ 7. 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.
- ☐ 8. Soil assessment and perc / test pit information. Must be stamped and initialled by an AP.
- ☐ 9. System specifications that describe system detail (e.g. DDF / design rationale). Must be stamped and initialled by an AP.
- ☐ 10. Only a ROWP with Planner (PL) credentials, or a Professional Engineer in good standing with their governing body, to submit filings.
- ☐ 11. Legal property documents must be uploaded under the appropriate drop-down choice: **BC Tax Assessment, Land Title, or Regional District Property Report**. 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. As Built drawings / specifications uploaded under the LOC Other Supporting Documentation heading and the Maintenance Plan under its corresponding heading.

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**).
- Any changes or update to the property address, tax roll number, PID or legal description.
- RSS revisions, i.e. revisions needed on the Owner and/or Sewerage System tabs. These tabs should be reviewed and updated accordingly for the amendment submission.

- **Documents to be submitted:**

- If a change in address or legal description, upload up to date legal property document under the appropriate drop-down choice.
- Any additional documentation, stamped & initialled by the original AP who filed the RSS.

- **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 [Health Protection Office](#) if you have questions.