

## ONSITE SEWAGE SYSTEM CERTIFICATION OF MAINTENANCE

**To:** Capital Regional District

**Re:** \_\_\_\_\_  
Property Address and Strata # (if applicable)

\_\_\_\_\_  
Municipality

Septic System Type (2 or 3): \_\_\_\_\_

**This form is required annually  
for Type 2 & 3 systems in the  
following municipalities only:**

- Colwood
- Langford
- North Saanich
- Saanich
- View Royal

Please be advised that the maintenance of the sewage system on the above-described property was completed in accordance with the maintenance plan as prescribed by the Planner on:

\_\_\_\_\_  
(day/month/year)

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that I have conducted the following activities on the above-described property:

- ☐ Maintained the sewerage system according to the Maintenance Plan and the standards in the *Sewerage System Standard Practice Manual*
- ☐ Confirmed safe access for ongoing maintenance and monitoring
- ☐ Confirmed the safety of the sewerage system including, but not limited to, physical, electrical and biological hazards
- ☐ Written a brief report on each maintenance activity
- ☐ Reported all maintenance to the owner
- ☐ Reported all suspected health hazards to the Health Authority

*And conclude that:*

- ☐ The sewerage system is performing as intended

AUTHORIZED PERSON'S SEAL	AUTHORIZED PERSON'S SIGNATURE
	OFFICE USE ONLY

This form satisfies the requirement for proof of service for maintenance of Type 2 and 3 systems. It is required to be completed by an Authorized Person once all requirements are met and sent to the CRD to comply with Bylaw No. 3479.

Homeowners should keep a copy of this form and the Maintenance Report for their records.

Please send this form to: **Onsite Wastewater Program Coordinator**  
Capital Regional District  
Parks, Recreation & Environmental Services Department  
625 Fisgard Street, PO Box 1000 Victoria, BC V8W 2S6  
Email: [septic@crd.bc.ca](mailto:septic@crd.bc.ca)  
Phone: 250-360-3187 Fax: 250-360-3079

Copies: white (CRD), yellow (customer), pink (Authorized Person)