

## Septic System Maintenance Rebate Inspection/Maintenance Report Checklist

Property Owner(s): \_\_\_\_\_

Property Address (where work was done): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Inspection/Maintenance Report Checklist

Check each box to indicate that the written report satisfies the following criteria:

- Reviews and explains the maintenance plan
  - If no maintenance plan exists, the report develops a simple operation and maintenance plan specific to the system and the client's needs
  - New maintenance plan includes a diagram identifying location of system components and their access points
    - \* additional information may include estimated distances to property lines, basic lot topography and any key features including wells and water bodies
- Provides system use and care information
- Reviews performance of system components, including tanks and soil-based dispersal system
  - Assesses deviation from expected performance

If applicable, the report:

- Summarizes results of maintenance service and monitoring
- Explains the nature and exact locations of any problems
- Provides recommendations for repairs or improvements
- Presents information on existing permit or filing documents
  - Compares current system design with permit or filing documents and indicates previous repairs or improvements

With this checklist, please include:

- A visual excerpt of the written report that clearly shows the date work was completed and property address where it was performed
- An image showing the stamp of the Authorized Person who performed the work

Note: The CVRD does not establish professional practice guidelines or hold authority over onsite sewerage systems. Septic System Inspection/Maintenance is an eligible action within the CVRD Septic System Maintenance Rebate Program—in this context only, submission of this form is a requirement to access a financial incentive offered in accordance with Section 263 of the *Local Government Act*.

The personal information contained on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of administering the septic system maintenance rebate program at the CVRD. Questions about the collection of personal information may be referred to the Engineering Services Branch at 770 Harmston Avenue, Courtenay, BC, 250-334-6000 or by email at [engineering@comoxvalleyrd.ca](mailto:engineering@comoxvalleyrd.ca).

The Inspection/Maintenance Report Checklist is intended to be used by owners as an introductory reference to septic system inspection and maintenance standard practices, and as confirmation for the CVRD that work was completed by an AP according to standard practice. As per professional practice guidelines, septic system inspection or maintenance includes delivery of a written report to the owner.

The checklist adapts inspection and maintenance standards and guidelines from the BC *Sewerage System Regulation Standard Practice Manual (V3)* and the Registered Onsite Wastewater Practitioner (ROWP) [Practice Guidelines](#) into a simplified reference to the required scope for written reports.

Actions that are eligible for the rebate include first maintenance service, ongoing maintenance according to the system's maintenance plan and system inspections. Maintenance and inspections must be completed by an Authorized Person (AP), with a supporting written report provided to the owner. The CVRD does not require submission of the full report to access the inspection/maintenance rebate.

Proof of completion of eligible actions is provided by the owner via submission of:

- The completed checklist; and
  - A visual excerpt of the written report (i.e. photo, PDF, image file) clearly showing:
    - The date work was completed and property address where it was performed
    - The Authorized Person's stamp
- \*A stamp displays the AP's name, signature, regulatory body registration/license number and endorsements

Owners are encouraged to review the Standard Practice Manual (V3) and ROWP Practice Guidelines for a comprehensive list of requirements for written reports:

<https://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/spmv3-24september2014.pdf>

<https://asttbc.org/wp-content/uploads/2026/05/ROWP-Practice-Guideline-May-1-2026.pdf>

Note: In the context of the CVRD Septic System Maintenance Rebate Program, the terms "inspection" and "maintenance" refer to the activities related to inspection and maintenance of septic systems, as defined by the relevant professional practice standards and guidelines.<sup>1</sup>

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<sup>1</sup> ROWP Practice Guidelines stipulate that any ROWP providing inspection services, other than for maintenance, shall be registered and endorsed as a Planner, Maintenance Provider or Private Inspector. Further, any ROWP undertaking maintenance, or providing assessment prior to commencing an ongoing maintenance program, shall be certified and registered with the Maintenance Provider endorsement.