



Septic Authorization Notice

Oregon Administrative Rules (OAR) 340-071-0205 requires an Authorization Notice which is the process to verify an existing on-site septic system will be adequate for any proposals involving:

- increase in sewage flow (e.g.: increase in number of employees for a commercial site)
- change in use (e.g.: single family residential to daycare)
- addition of bedroom(s)
- reconnection to a system
- replacing one home with another
- hardship dwellings (Medical hardship Authorization Notices are required every 5 **years** [per OAR 340-071-0205 \(7\)](#))

Septic Authorization Notice process

SUBMITTAL REQUIREMENTS include:

1. A completed [Septic Evaluation Application](#) marked for the Authorization with site visit and [Authorized Representative form](#) (if applicant is not the property owner). A complete application submittal must include **ALL** items listed on the front and back of the application form, current fee and \$100 DEQ surcharge.
2. A scaled site plan (no larger than 11" x 17") showing **ALL** items listed on the front and back of the application including:
 - a. Existing foundations, driveways, etc., with the proposed building/site plan overlaid and prominent.
 - b. The septic tank, drainfield, and location of backup drainfield (to verify the drainfield lines are not being built on or being driven over).
 - c. Any private wells on site and within 100' of the property lines (including neighboring properties).
 - d. Water line from the water source.
 - e. Any steep banks, creeks, streams, or roadside ditches within 100ft of any part of the septic system.
 - f. Stormwater disposal location
3. Floor plans (8 ½" x 11") of existing and proposed buildings/additions with all room labeled.
4. [Septic Review Certification](#) (green form) provided by Multnomah County Land Use Planning with STEP 1 completed (not required for sites within City of Portland Land Use jurisdiction).
5. [Existing System Evaluation Report \(ESER\)](#) – The septic tank will need to be pumped and a report on the condition of the tank will be required, along with a copy of the pump receipt. The Existing System Evaluation Report must be completed by a professional certified to perform onsite wastewater system evaluations in Oregon (OAR 340-071-0155). See the ESER Fact Sheet about the process.

SITE VISIT REQUIREMENTS include:

6. Access to the tank
7. Uncover **all** d-boxes (distribution or drop boxes) to verify the number and direction of the drainfield lines. The septic pumper may be able to assist with this; ask ahead of time.
8. Field locate and flag all drainfield lines.
9. Be prepared to uncover septic components as needed or requested. If records are unclear or if the proposed development is close to drainfield setbacks, the ends of one or more drainfield lines may need to be uncovered.
10. Once the requested septic components are flagged and/or uncovered, a site visit is scheduled and conducted to verify the system is in good working order and the site plan accurately reflects the site conditions. If a designated replacement area is required, the proposed replacement area will be inspected to ensure the setbacks in [OAR 340-071-0220 \(Table 1\)](#) are met.
11. Assuming that the system is adequate, the [Septic Review Certification](#) form, approved site plan and floor plans will be signed to take to Multnomah County Land Use Planning (not required for sites within City of Portland Land Use jurisdiction).
12. Upon notification of Multnomah County Land Use approval, the Authorization Notice can be issued, and the applicant and property owner are sent the issued Authorization Notice.
13. If the system is found to be in disrepair or is not adequate in size, a Septic Permit will be required to repair or alter the existing system prior to approval. A Site Evaluation may also be required for repairs or alterations to drainfield components*.

*Fees from the Authorization Notice will be rolled into the subsequent [Septic Installation permit](#) if applicable / Authorization Notice fees DO NOT roll into Site Evaluation fees.

Site Visit/Inspections for Authorization Notices are scheduled as follows:

East county: Wednesdays & Fridays / West county: Tuesdays & Thursdays