

# SEPTIC INSTALLATION PERMIT APPLICATION

## Job Site Information and Location

Job Address:

☐ 1 & 2 Family Dwelling ☐ Multi-Family ☐ Comm'l/Industrial

Domestic Water Source: Private ☐ Public ☐

## Property Owner Information

Property Owner Name:

Property Owner E-mail address:

City/State/Zip:

## Project/System Description

Site Evaluation Report # – (SER or LFS#) \_\_\_\_\_ (if known)

Proposed System:

Drainfield Dispersal Method:

Tank: \_\_\_\_\_ Lineal Feet \_\_\_\_\_

\*Existing # of Bedrooms \_\_\_\_\_ \*Proposed # of Bedrooms: \_\_\_\_\_  
**\*ANY INCREASE IN BEDROOMS REQUIRES AN AUTHORIZATION NOTICE**

## Installer

Business Name:

Installer Name:

Address:

City/State/Zip:

E-Mail:

Phone:

DEQ Lic #: \_\_\_\_\_ CCB#: \_\_\_\_\_

## Applicant (include completed Authorizing Representative Form)

Name:

Address:

City/State/Zip:

Phone:

E-mail:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Septic Fees

**NOTE:** DEQ surcharge applies  
to ALL installation permits

Subtotal	\$
DEQ Surcharge	\$
<b>TOTAL</b>	<b>\$</b>

## Application Submittal Checklist

(see pg 2)

### FOR ALL PERMITS:

- ☐ Completed Application Form
- ☐ Completed Authorizing Representative Form
- ☐ Scaled, legible & detailed site plan
- ☐ Floor Plans (8½" x 11")
- ☐ DEQ approved tank specification sheet(s)
- ☐ Water supply source & line location (☐ public ☐ private)
- ☐ Property Address from Multnomah County
- ☐ Distance from tank to 1<sup>st</sup> distribution box
- ☐ Elevation of the invert of the septic tank outlet and header pipe of each drain line – (see pg 2 for details)

### DRAINFIELDS:

- ☐ Land Use Approval/LUCS form—all proposed drainfields
- ☐ Beginning, middle & end elevations of each line
- ☐ Drainfield profile/end view including material type
- ☐ Test pit location(s) on SAME site plan
- ☐ Pump calculations & specifications (as applicable)

### ATT, Sandfilter & Pressure Distribution Systems

- ☐ Signed O&M contract
- ☐ DEQ approved specification sheet(s)
- ☐ Sand Filter construction details (as applicable)

### INSTALLATION PERMIT FEES:

Description	Fee
<b>Single Family Construction – (New Installation Permit)</b>	
Standard Septic Tank/Drainfield & Seepage Trench	\$3,569
Alternative Treatment Technology / Sand Filtration / Capping Fill / Pressure Distribution	\$4,867
Other (Redundant & Steep Slope)	\$3,569
<b>Single Family (Repair/Replacement Permit)</b>	
Septic Tank (only) – minor	\$ 672
Septic Tank/Standard Drainfield – major	\$1,388
Septic Tank/Non-Standard Drainfield – major	\$1,884
<b>Commercial/Multi-Family Construction – (New Installation Permit)</b>	
Alternative Treatment Technology / Sand Filtration	\$5,103
Standard Septic Tank/Drainfield	\$3,709
Holding Tank	\$3,709
<b>Commercial/Multi-Family (Repair/Replacement Permit)</b>	
Septic Tank (only) – minor	\$1,728
Septic Tank/Standard Drainfield – major	\$3,372
Septic Tank/Non-Standard Drainfield – major	\$4,580
Holding Tank	\$3,372
<b>Design Flow 601-2,500 gpd #500 gallon increments&gt;600gpd</b>	
Additional Plan Review	\$2,192
Each 500-gal increment > 600 gpd ( ) new	\$ 478
<b>Alteration Permit (expansion/relocation)</b>	
Septic Tank (only) minor	\$1,845
Septic Tank/Drainfield – major	\$3,618
<b>Pump Evaluation fee (does not include ATT, SF, RGF, PD)</b>	
Pump Evaluation fee	\$ 137
<b>Reinspection fee</b>	
Re-Inspection Fee - Residential	\$ 354
Re-Inspection Fee - Commercial	\$ 374
<b>Reinstatement, Renewal or Permit Transfer</b>	
With Site Visit	\$1,216
Without Site Visit	\$ 608
<b>Miscellaneous</b>	
Compliance Recovery fee (hourly rate)	\$ 144
Septic Consultation Fee (per hr or fraction of hour)	\$ 191
Third and Subsequent Checksheet	\$ 328
<b>DEQ Surcharge</b>	
DEQ Surcharge	\$ 100

Issued permit will be e-mailed to the applicant and property owner listed above  
Allow up to 20 working days after complete submittal for review of your application

After **ALL required documents are complete, submitted & fees paid**  
Review will begin in order received

Please note: Septic Permits are **VALID ONE YEAR** from date of issuance

**ADDITIONAL SUBMITTAL REQUIREMENTS ON PAGE 2**

# Onsite Septic Installation Permit Submittal Checklist

Please use this checklist to ensure a complete submittal package. **Plans submitted no larger than 11" x 17"**

## FOR ALL PERMITS

- ☐ Completed Septic Application Form and applicable fees.  
**NOTE:** Only a Licensed DEQ Installer or property owner is permitted to do the work; name and DEQ license number must be written on permit application
- ☐ Completed Authorizing Representative Form
- ☐ Site Plans – Scaled and legible **showing ALL:**
  - Existing and proposed structures, driveways, access roads, decks, patios, pastures, outbuildings, etc.
  - Stormwater disposal location(s) for each structure &/or impervious area within 100' of septic system
  - Existing and proposed tank and drainfield
  - Replacement drainfield area
  - Private wells onsite and within 100' of the drainfield (**include neighboring properties**)
  - Water line from identified water source
  - Drainageways, creeks, streams &/or seasonal wet depressions
  - North Arrow
  - Topographic contours or direction of slope
  - Date plan prepared and signature of preparer
- ☐ Distance from tank to 1<sup>st</sup> d-box
- ☐ Elevation of ground surface at septic tank
- ☐ Relative elevation for septic tank top, top of ATT or Sand Filter (if applicable), elevation of the header pipe invert of each drainline, and any applicable components
- ☐ DEQ approved tank specification sheet
- ☐ Floor plans (*room identification is sufficient*)
- ☐ Property address assigned by Multnomah County for all parcels with existing or proposed development

## DRAINFIELD

- ☐ Test pit location(s) on same site plan
- ☐ Pump calculations & selections (*if applicable*)
- ☐ Drainfield profile/end view including material type
- ☐ Ground elevations (*lasered surface elevations of beginning, middle & end of all drainfield lines*)
- ☐ Land Use Approval **NEW** Construction only:
  - \*Unincorporated Multnomah County - Building permit review form
  - \*City of Portland – Planning & Zoning approval
- ☐ Land Use Approval **REPAIR** only: LUCS Form
  - To be completed and signed by planner or planner signature & date on site plan*
  - \*For all Rural Unincorporated Areas, zoning approval comes from the Multnomah County Land Use office at 1600 SE 190<sup>th</sup> Ave, Portland, OR 97233*
  - Phone, (503) 988-3043 / email: [land.use.planning@multco.us](mailto:land.use.planning@multco.us)*

## ALTERNATIVE TREATMENT TECHNOLOGY (ATT)

- ☐ Signed Operations & Maintenance contract (2-year contract)
- ☐ DEQ approved specification sheet

## SANDFILTER & PRESSURE DISTRIBUTION SYSTEMS

- ☐ Signed Operations & Maintenance contract (2-year contract)
- ☐ Pump calculations & specifications
- ☐ Sand Filter design specifications and calculations

## How to submit

**Onsite Septic Installation Application, required submittal checklist items, and fees may be submitted:**

- Online:** Email complete submittal application package (*see checklist above*) to [septic@portlandoregon.gov](mailto:septic@portlandoregon.gov). A permit will be set up and information emailed to applicant providing information required to submit credit card payment online.
- By Mail:** Send complete submittal application package (*see checklist above*) and check payable to the City of Portland, Attention: Site Development, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201. Please let us know via email or by calling 503-823-6892 if you plan on mailing your submittal. If you need to leave a voicemail please include the address and what the project is for.

**Onsite Sanitation/Septic approval is required prior to any building permit issuance.**

## Land Use Offices

For properties located within incorporated cities, obtain land use approval from local City jurisdiction. For properties located within rural unincorporated Multnomah County, obtain land use approval from the Multnomah County Land Use Office at 1600 SE 190<sup>th</sup> Ave, Portland, OR 97233, Phone, (503) 988-3043 / email: [land.use.planning@multco.us](mailto:land.use.planning@multco.us).

## Other Permits

For West Multnomah County: plumbing, electrical, and building permits are issued by the City of Portland.

For East Multnomah County (east of Portland City limits and excluding Troutdale and Maywood Park): plumbing, electrical, and building permits are issued by City of Gresham, Permit Services, 1333 NW Eastman Parkway, Gresham, OR 97030, Phone (503) 661-3000.

## Plan Review

- Allow a minimum of 20 working days to review application packets. You will be notified of status by either a checksheet or an issued permit.
- Checksheets will be sent to applicant and property owner requesting additional information and/or plan revisions if corrections are required. Third and subsequent checksheets will require an additional fee.
- Applications will be cancelled if no response to checksheet within 90 days. New fees will apply.

## Inspections

- Call 503-823-7000 and use the IVR number assigned to your permit, request the three-digit inspection code(s) for the type of inspection(s) you would like to schedule. Please retain the confirmation number given.

## Records of Septic Systems

- Historic records are available online at [portlandmaps.com](http://portlandmaps.com), under *Permits & Zoning>Permits>Historic Permits*.
- Public records requests can be made via GovQA [www.portlandoregon.gov/prr](http://www.portlandoregon.gov/prr)

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