



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	\$ 117.00
	TOTAL	\$ _____

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 1st 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
Single Family Construction – (New Installation Permit)	
Standard Septic Tank/Drainfield & Seepage Trench	\$3,855
Alternative Treatment Technology / Sand Filtration / Capping Fill / Pressure Distribution	\$5,257
Other (Redundant & Steep Slope)	\$3,855
Single Family (Repair/Replacement Permit)	
Septic Tank (only) – minor	\$ 726
Septic Tank/Standard Drainfield – major	\$1,500
Septic Tank/Non-Standard Drainfield – major	\$2,035
Commercial/Multi-Family Construction – (New Installation Permit)	
Alternative Treatment Technology / Sand Filtration	\$5,512
Standard Septic Tank/Drainfield	\$4,006
Holding Tank	\$4,006
Commercial/Multi-Family (Repair/Replacement Permit)	
Septic Tank (only) – minor	\$1,867
Septic Tank/Standard Drainfield – major	\$3,642
Septic Tank/Non-Standard Drainfield – major	\$4,947
Holding Tank	\$3,642
Design Flow 601-2,500 gpd #500 gallon increments>600gpd	
Additional Plan Review	\$2,368
Each 500-gal increment > 600 gpd (____) new	\$ 517
Alteration Permit (expansion/relocation)	
Septic Tank (only) minor	\$1,993
Septic Tank/Drainfield – major	\$3,908
Pump Evaluation fee (does not include ATT, SF, RGF, PD)	
Pump Evaluation fee	\$ 148
Reinspection fee	
Re-Inspection Fee - Residential	\$ 383
Re-Inspection Fee - Commercial	\$ 404
Reinstatement, Renewal or Permit Transfer	
With Site Visit	\$1,314
Without Site Visit	\$ 657
Miscellaneous	
Compliance Recovery fee (hourly rate)	\$ 156
Septic Consultation Fee (per hr or fraction of hour)	\$ 207
Third and Subsequent Checksheet	\$ 355
DEQ Surcharge	
DEQ Surcharge	\$ 117

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 1st 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 190th Ave, Portland, OR 97233*
Phone, (503) 988-3043 / email: 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. 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 503-823-7300 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 190th Ave, Portland, OR 97233, Phone, (503) 988-3043 / email: 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, under *Permits & Zoning>Permits>Historic Permits*.
- Public records requests can be made via GovQA www.portlandoregon.gov/prr

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