



EVALUATION APPLICATION

Category

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

Job Site Information and Location

Property Owner: _____
 Job Address: _____
 City/State/Zip: _____
 Street/Cross Street: _____
 Legal Description: _____
 Size/Acreage of Parcel: _____ Domestic Water Source: Private Public

Project/System description:

Site Evaluation Report - SER (LFS)# _____
 Project Description: _____

 Existing System: _____ Existing # of Bedrooms _____
 Tank: _____
 System Type: _____
 Drainfield Dispersal Method: _____ Lineal Feet _____

Installer (if applicable)

Business Name: _____
 Installer Name: _____
 Address: _____
 City/State/Zip: _____
 E-mail: _____
 Phone: _____ FAX: _____
 DEQ Lic #: _____ CCB#: _____
 Authorized Signature: _____ Date: _____

Applicant (include completed Authorizing Representative Form)

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ FAX: _____
 E-mail: _____
 Signature: _____ Date: _____

Sanitation Fees

NOTE: DEQ surcharge does not apply to Septic Planning Review or Decommissioning Permits	Subtotal	_____
	DEQ Surcharge	_____
	TOTAL	_____

Application Submittal Checklist

Applications must be complete with **all** the submittals indicated. Only complete application packets will be accepted for review. See back side for additional description of required submittals

DECOMMISSIONING:

- Completed Application Form
No additional information, site plan, etc. is required

ALL OTHER EVALUATIONS:

- Completed Application Form
 Completed Authorizing Representative Form
 Scaled, legible & detailed site plan
 Water supply source & line location (public private)

ADDITIONAL SUBMITTALS FOR:

- SITE EVALUATION REPORTS – SER - (previously LFS):**
 Test pits locations **must** be triangulated with 3 distances, and be 3'x3'x 5'deep with access to bottom
- SEPTIC PLANNING REVIEW – LAND USE REVIEW:**
(previously Cert of Onsite Sewage Disposal)
 Septic Planning Review form (green form)
 Proposed building, addition, property line, etc. clearly marked on site plan
 Floor plans (8½"x11") of existing and proposed buildings and additions (as applies)
- AUTHORIZATION NOTICE:**
 Proposed building or addition is clearly marked on site plan
 Floor plans (8½" x 11") of existing and proposed buildings and additions (as applies)
 Tank Inspection Report

EVALUATION FEES:

Description	Fee
Decommission (no DEQ surcharge)	
Decommissioning of Abandoned Cesspools and Septic Tanks	\$ 532
Site Evaluation Report – SER (previously LFS)	
Site Eval Report NEW (up to 600 gal)	\$ 1,725
Site Eval Report REPAIR (up to 600 gal)	\$ 862
Large Systems (601-2,500 gallons) Additional charge per 500 gallons # of gals _____	\$ 407
Septic Planning Review – (previously Cert of Onsite) (no DEQ surcharge)	
With Site Visit	\$ 384
Without Site Visit	\$ 205
Authorization Notice	
Authorization Notice with Field Visit	\$ 1,637
Authorization Notice without Field Visit	\$ 589
Existing System Evaluation	
Existing System Evaluation	\$ 1,161
FHA/VA Loan	\$ 968
Health Hardship Renewal	
Inspection	\$ 923
Permit Transfer, Reinstatement or Renewal	
With Site Visit	\$ 1,354
Without Site Visit	\$ 589
Reinspection Fee	
Reinspection Fee (commercial or residential)	\$ 244
Miscellaneous	
Third and Subsequent Checksheets	\$ 222
Work without Permit (hourly rate)	\$ 95
DEQ Surcharge	
DEQ Surcharge	\$ 100

Issued permit will be mailed to the applicant listed on application

Allow up to 20 working days after complete submittal for review of your application

Additional Submittal Requirements on Page 2

Onsite Sanitation Evaluation Application Submittal Checklist

Purpose: This checklist is to assist with submitting all required documents to ensure a complete submittal package. Once ALL required documents are complete and submitted, review will begin in order received. Review may take up to 20 days.

SUBMITTAL Requirements:

FOR ALL EVALUATIONS (except decommissioning)

- Completed Sanitation Application Form and appropriate fees.
- Completed Authorizing Representative Form.
- Site Plans - Scaled and legible (no larger than 11" x 17") **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 tank and drainfield, including replacement area (The location of septic tank and drainfield must be shown accurately with number of lines, length & direction. You may need to research records and/or physically locate the tank & drainfield to accurately represent on plans. Please plan ahead accordingly)
 - Private wells onsite and within 100' of the drainfield (including wells on 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
- Floor plans (8 1/2" x 11" showing room identifications, may be hand drawn)
- Property address assigned by Multnomah County for all parcels with existing or proposed development

SITE EVALUATION REPORT (previously LFS) test pit evaluation

- Test pit location(s) on site plan (for new systems and major repair).
- Must have at least 3 distances shown (i.e.: distance from west property line, south property line, and other test pit).

TEST PIT REQUIREMENTS:

- 3'x3'x5' deep
- Stepped to access bottom of pit

AUTHORIZATION NOTICE

- Site plans - clearly indicate existing and proposed conditions, buildings and additions
- Floor plans - clearly indicate existing and proposed conditions
- Pump receipt with tank condition report from pumper within the past year
- Proposed design flows see OAR 340-071-220 Table 2.

SEPTIC PLANNING REVIEW - Land Use Review

(previously Certification of Onsite Sewage Disposal)

- Septic Planning Review Form (green form)
- Site plans must also show existing and proposed property lines, concrete patios, outbuildings, etc.
- Floor plans for existing and/or proposed structures (as applies)

How to submit

Onsite Sanitation Evaluation Applications may be submitted with the appropriate fee either:

In Person: City of Portland Development Services Center, Trade Permits, 1900 SW 4th Ave., First Floor, Portland, OR 97201 | Business Hours: Monday - Friday 8:00 am - 3:00 pm (Close at 2:00 pm on Thursday).

By Mail: Send a complete application and check payable to the City of Portland, Attention: Trade Permits, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201.

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 Portland, OR 97233, Phone (503) 988-3043.

Other Permits

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

For East Multnomah County properties (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, 503-661-3000.

Plan Review

- It may take up to 20 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.

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 you would like to schedule and be sure to write down the confirmation number given.

Records of Septic Systems

- May be available online at portlandmaps.com, under *Historical Permits*. Check all permits in the drop down selection box and check each page as there is typically a narrative and drawing on multiple pages.
- For all non property owners, a records request and fee is required for in-office records searching. The form can be found online at: <http://www.portlandoregon.gov/bds/article/288783>. Please send form and fee to the attention of Site Development.