

# SEPTIC EVALUATION APPLICATION

Job Site Information and Location:	
Job Address:	
Street/Cross Street:	or R#
Size/Acreage of Parcel: _____	Domestic Water Source: Private <input type="checkbox"/> Public <input type="checkbox"/>
<input type="checkbox"/> 1 & 2 Family Dwelling <input type="checkbox"/> Multi-Family <input type="checkbox"/> Comm'l/Industrial	

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)	
Project Description:	
Existing System:	
Drainfield Dispersal Method:	
Tank Size:	Lineal Feet _____

*Existing # of Bedrooms _____	<b>*ANY INCREASE IN BEDROOMS REQUIRES AN AUTHORIZATION NOTICE</b>
*Proposed # of Bedrooms: _____	

Applicant (include completed <u>Authorizing Representative Form</u> )	
Name:	
Address:	
City/State/Zip:	
Phone:	
E-mail:	
Signature:	Date:

Septic Fees	
<b>NOTE:</b> DEQ surcharge does not apply to: • Decommissioning Permits • Septic Planning Review • Winter Water Check Evaluations	Subtotal \$
	DEQ Surcharge \$
	<b>TOTAL \$</b>

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

After **ALL required documents are complete and submitted**  
 Review will begin in order received

DECOMMISSIONING	
<input type="checkbox"/> Completed Application Form (only)	
Decommission Abandoned Cesspools and Septic Tanks	\$ 680

Application Submittal Checklist (see pg 2)	
Only complete application packets will be accepted for review.	

ALL EVALUATIONS:	
<input type="checkbox"/> Completed Application Form <input type="checkbox"/> Completed Authorizing Representative Form <input type="checkbox"/> Scaled, legible & detailed site plan (see pg 2) <input type="checkbox"/> Water supply source & line location ( <input type="checkbox"/> public <input type="checkbox"/> private)	

ADDITIONAL SUBMITTALS FOR:	
SITE EVALUATION REPORTS – SER:	
<input type="checkbox"/> Test pits locations <b>must</b> be triangulated with 3 distances, and be 3'x3'x5' deep with access to bottom	

SEPTIC REVIEW CERTIFICATION:	
(previously Certification of Onsite Sewage Disposal)	
<input type="checkbox"/> Septic Review Certification form (green form) <input type="checkbox"/> Clearly marked on site plan (no larger than 11"x17") — Existing and proposed property lines — Proposed building, addition, etc. <input type="checkbox"/> Floor plans of existing and proposed buildings and additions (8 1/2"x11" if applicable)	

AUTHORIZATION NOTICE:	
<input type="checkbox"/> Proposed building or addition is clearly marked on site plan <input type="checkbox"/> Increase in number of BEDROOMS clearly identified <input type="checkbox"/> Floor plans of existing and proposed buildings and additions (8 1/2"x11" if applicable) <input type="checkbox"/> Existing System Evaluation Report (ESER form) tank only	

EVALUATION FEES:		
Description	Qty	Fee
Site Evaluation Report – SER		
SER - NEW & ALTERATION (up to 600 gal)		\$ 2,193
SER - REPAIR (up to 600 gal)		\$ 1,043
Site Eval Recertification (up to 600 gal)		\$ 550
Large Systems (601-2,500 gallons) per every 500 gallon (over 600 gpd) (# of 500 gallon increments _____)		\$ 518
Winter Water Level Evaluation (No DEQ surcharge)		\$ 607
Septic Review Certification – (no DEQ surcharge)		
Residential With Site Visit		\$ 422
Residential Without Site Visit		\$ 226
Commercial Septic Review Certification		\$ 690
Authorization Notice		
Authorization Notice with Site Visit		\$ 2,080
Authorization Notice without Site Visit		\$ 750
Existing System Evaluation		
Existing System Evaluation		\$ 1,476
Health Hardship Renewal		
Inspection		\$ 1,173
Permit Transfer, Reinstatement or Renewal		
With Site Visit		\$ 1,050
Without Site Visit		\$ 525
Reinspection Fee		
Reinspection Fee		\$ 310
Miscellaneous		
Third and Subsequent Checksheet		\$ 282
Work without Permit (hourly rate)		\$ 110
Consultation (hourly rate – 1/2 hr minimum)		\$ 150
DEQ Surcharge		
DEQ Surcharge		\$ 100

**ADDITIONAL SUBMITTAL REQUIREMENTS ON PAGE 2**

## Onsite Septic Evaluation Application Submittal Checklist

This checklist is to assist with submitting all required documents to ensure a complete submittal package. **Plans submitted NO larger than 11"x17"**

### FOR ALL EVALUATIONS (except decommissioning)

- Completed Septic Evaluation Application Form and applicable fees
- 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 tank and drainfield  
(Location of septic tank and the length and direction of all drainfield lines must be accurately shown on site plan. Records research and/or physically locating the tank & drainfield may be necessary).
  - Replacement drainfield area
  - 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 (room identification is sufficient)
- Property address assigned by Multnomah County for all parcels within existing or proposed development

### SITE EVALUATION REPORT for all test pit evaluations

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

#### TEST PIT REQUIREMENTS:

- 3'x3' square and 5' 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 Existing System Evaluation Report for Tank (ESER form)
- Proposed design flows see - OAR 340-071-220 (Table 2)

### SEPTIC REVIEW CERTIFICATION –

#### Land Use Review

- Septic Review Certification Form (Land Use/Planning; green form)
- Site plans must show
  - Existing and proposed property lines
  - Proposed building, addition, etc
  - Concrete patios, outbuildings, etc
- Floor plans for existing and/or proposed structures (as applies)

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### How to submit

#### **Onsite Septic Evaluation Application - required submittal checklist items, and fees may be submitted:**

**In Person:** City of Portland Development Services Center, Trade Permits, 1900 SW 4th Ave., First Floor, Portland, OR 97201 | For Hours Call 503-823-7310 | Select option 1.

**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: plumbing, electrical, and building permits are issued by the City of Portland.

For East Multnomah County (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

- 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 to request the three-digit inspection code(s) for the 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*.
- 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.portlandonline.com/bds/index.cfm?a=288783&c=45051>. Please send form and fee to the attention of Site Development.