



SEPTIC INSTALLATION PERMIT APPLICATION

Job Site Information and Location	
Job Address:	
<input type="checkbox"/> 1 & 2 Family Dwelling <input type="checkbox"/> Multi-Family <input type="checkbox"/> Comm'l/Industrial	
Domestic Water Source: Private <input type="checkbox"/> Public <input type="checkbox"/>	

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 _____	*ANY INCREASE IN BEDROOMS REQUIRES AN AUTHORIZATION NOTICE
*Proposed # of Bedrooms: _____	

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 \$
	TOTAL \$

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

- FOR ALL PERMITS:**
- Completed Application Form
 - Completed Authorizing Representative Form
 - Scaled, legible & detailed site plan
 - Floor Plans (8½"x11")
 - 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	Qty	Fee
Single Family Construction – (New Installation Permit)		
Standard Septic Tank/Drainfield		\$ 2,885
Alternative Treatment Technology / Sand Filtration / Capping Fill / Pressure Distribution		\$ 3,918
Gray Water Waste Disposal Sump		\$ 1,407
Other (Seepage Trench, Redundant &/or Steep Slope)		\$ 2,885
Single Family (Repair/Replacement Permit)		
Septic Tank (only) – minor		\$ 600
Septic Tank/Standard Drainfield – major		\$ 1,210
Septic Tank/Non-Standard Drainfield – major		\$ 1,645
Commercial/Multi-Family Construction – (New Installation Permit)		
Alternative Treatment Technology / Sand Filtration		\$ 3,918
Standard Septic Tank/Drainfield		\$ 2,885
Holding Tank		\$ 2,885
Commercial/Multi-Family (Repair/Replacement Permit)		
Septic Tank (only) – minor		\$ 1,407
Septic Tank/Standard Drainfield – major		\$ 2,747
Other / Non-Standard System		\$ 3,731
Holding Tank		\$ 2,747
Large Systems (over 601-2,500 gpd)		
Plan Review		\$ 1,735
Additional charge per every 500 gal (over 600 gpd) (# of 500 gallon increments)		\$ 367
Alteration Permit (expansion/relocation)		
Septic Tank/Drainfield – major		\$ 2,900
Septic Tank (only) – minor		\$ 1,478
Reinstatement, Renewal or Permit Transfer		
With Site Visit		\$ 1,050
Without Site Visit		\$ 525
Miscellaneous (No DEQ Surcharge)		
Reinspection Fee		\$ 310
Third and Subsequent Checksheets		\$ 282
Work without Permit (hourly rate)		\$ 110
Consultation (hourly rate – ½ hr minimum)		\$ 150
DEQ Surcharge		
DEQ Surcharge		\$ 100

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

ADDITIONAL SUBMITTAL REQUIREMENTS ON PAGE 2

Onsite Septic Installation Permit 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 PERMITS

- Completed Septic Application Form and applicable fees.
NOTE: Only a Certified 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
(All d-boxes containing water must be uncovered with the number and direction of each line accurately shown on site plan)
 - 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 distribution box
- Relative elevation for septic tank top, invert of septic tank outlet, top of ATT or Sand Filter (if applicable), elevation of the header pipe invert of each drainline, and any applicable components
- Floor plans (room identification is sufficient)
- DEQ approved tank specification sheet
(one page showing profile, type and size 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 Planning Approval/LUCS Form (from local zoning jurisdiction*)
To be completed and signed by planner or planner signature & date on site plan required for all proposed drainfields.
- *For all Rural Unincorporated Areas, zoning approval comes from the Multnomah County Land Use office at 1600 SE 190th, Portland, OR 97233*

ALTERNATIVE TREATMENT TECHNOLOGY (ATT)

- Signed Operations & Maintenance contract
- DEQ approved specification sheet

SANDFILTER & PRESSURE DISTRIBUTION SYSTEMS

- Signed Operations & Maintenance contract
- Pump calculations & selections
- Sand Filter design specifications and calculations

How to submit

Onsite Septic Installation 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 (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*.
- 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.

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