

Construction/Install Permit Guide for Se Systems

Plain Language Improvements:

- Added headings and highlighted critical sections
- Reduced numerical steps
- Changed passive to active voice

Items required:

1. Completed application form and fee:
Make sure your application is complete. Incomplete applications result in delays when returned due to absence of required information.
2. A vicinity / locator map: On an 8½ x 11 sheet of white paper, show how to get to your property. If your property is remote or hard to find, please also describe in writing how to find it. Please flag the entrance to your property.
3. A tax lot map: A tax lot map obtained at your local county assessor's or planning department.
4. Land use compatibility statement: Signed by your local, county and/or city-planning department.
5. Construction/installation plan:
 - Refer to your Site Evaluation Report. It shows the approved drainfield location, the approved area as described in your site evaluation report and other construction details.
 - Draw a site plan from actual measurements that show the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, drainage areas and other physical features. Make sure you show the location of the septic tank, distribution box or drop boxes, and disposal lines.

- The person installing the septic system should use a transit or laser level to provide the following measurements: the elevations of the building sewer line, the inlet and outlet of the septic tank, and the distribution box or drop boxes. Also, include the number and length of the disposal trenches, and show the replacement / repair area.
- If your approved system requires a pump, please provide a pump curve (hydraulic profile) for each pump and a cross section of the septic tank.
- If your approved system is a sand filter, please provide a pump curve (hydraulic profile) for each pump, a cross section of the septic tank, and sand filter plans, top and side views.

Other information

Include your name, township, range, section, and tax lot or account number on all maps and drawings that you submit.

Mail or hand-deliver the application, fee, and attachments to:

Oregon Department of Environmental Quality
700 SE Emigrant, Suite 330
Pendleton, OR 97801

For more information:

If you would like more information on Construction/Installation Permits for Onsite Septic Systems, please call toll free in Oregon 1-800-304-3513.

State of Oregon
Department of
Environmental
Quality

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