

Repair Permit Guide for Septic Systems



State of Oregon
Department of
Environmental
Quality

Minor Repair permits are for the replacement of a septic tank, broken pipe, distribution unit, or any part of the onsite system outside the septic tank or treatment facility, except the soil absorption system. Unless classified as a major repair or major maintenance, any replacement or a part of a system with a part that does not meet the original design specifications is a minor repair.

Major Repair permits are for the replacement of the soil absorption facility, treatment unit, or any part thereof.

To an extent, repairs are unique and not all of the listed exhibits may be required in your situation. Ask your local onsite agent how to proceed.

Click on link to access forms and example documents.

Items required to process your application:

Application form and fee: Please make sure your [application](#) is complete. Incomplete applications cannot be accepted and will be returned.

1. **[Vicinity/Locator map:](#)** Please provide your address or specific GPS coordinates and a link to the Google map. On large parcels or in remote areas where the site is difficult to find, please upload to your application record a drawing that shows how to find your site and provide flagging at the entrance to your property. A tax lot map may be obtained from the local county assessor's or planning department. Tax lot maps are [online](#).
2. **[Land Use Compatibility Statement or County planning approval:](#)** DEQ does not require a Land Use Compatibility Statement before applying for a repair permit, unless an inspector determines the need to do so. DEQ recommends that you contact your local planning department to check on other land-use criteria concerning your project. If you are in a flood zone, be sure to check with the National Flood Insurance Program, which may also affect any proposed repairs to your system.
3. **[Notice Authorizing Representative form:](#)** Required if someone other than the property owner is submitting the application.
4. **[Test pit](#)** : Major repairs may require at least one test pit to be dug in the proposed area for the new drainfield. Check with the inspector to determine if this is required before submitting a permit application.

Test pits should be dug in accordance with guidelines described in [Test Pit Preparation for Onsite Sewage Evaluations](#).

A test pit may not be necessary if applying for a minor repair.

5. **[Detailed Site Plan:](#)**

- Refer to your Site Evaluation Report, if you have one, as it would show the approved system type and drainfield location.
- Draw and upload a site plan from actual measurements showing the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, water lines, drainage areas and other physical features. Make sure you show the location of the existing septic tank, treatment unit, and drainfield.

Onsite Program

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Contact: Randy Trox
www.oregon.gov/DEQ

DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.

6. **Existing Septic System Description form:**

Fill out the existing septic system description form, as completely as possible, and to the best of your knowledge.

7. Expose existing system:

If required by the inspector,

- Uncover the septic tank lid, but don't remove the lid
- Uncover the distribution box or drop boxes, but don't remove lids
- The inspector may need access to other components to be exposed

8. **Detailed Construction/ Installation Plan - Equal Distribution:**

Detailed Construction/ Installation Plan - Serial Distribution:

This needs to be completed and uploaded after the site has been inspected, and it has been determined what construction/ installation will be completed [Equal Distribution](#) example and [Serial Distribution](#) example.

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.

9. Other information: Please include your name, township, range, section, and tax account number on all maps and drawings that you submit.

Apply online. You can also mail or hand-deliver your [application](#), fee and attachments to the appropriate DEQ regional office.

Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.