

Renewal Construction/Installation Permit Guide for Septic Systems

A Renewal Construction/Installation permit is required when you have not installed your system and your permit expired more than one year ago.

Click on the link to access forms and example documents.

Items required to process your application:

1. Application form and fee: Please make sure your [application](#) is complete. Incomplete applications cannot be accepted and will be returned.
1. [Land Use Compatibility Statement or County planning approval](#): This must be approved and signed by your county and/ or city planning department.
2. [Notice Authorizing Representative form](#): Required if someone other than the property owner is submitting the application.
3. [Statement of Site Status](#): To be signed by the property owner or applicant certifying there have been no changes at the site since DEQ performed the original site evaluation.
4. [Detailed Construction/ Installation Plan - Equal Distribution](#):
[Detailed Construction/ Installation Plan - Serial Distribution](#):
 - You may use your original approved plan if nothing has changed. You'll need to resubmit the plan with your renewal application and indicate that no changes have been made to your proposal.
 - Your Site Evaluation Report 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 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 septic tank, distribution box or drop boxes, disposal lines and drainfield.
 - 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.
5. [Other information](#): Please include your name, township, range, section, and tax account number on all maps and drawings that you submit.
8. [Apply online](#). You can also mail or hand-deliver the, [application](#) fee and attachments to the appropriate DEQ regional office.

Accessibility

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.



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

