



State of Oregon
Department of
Environmental
Quality

Submit Application to:

Department of
Environmental Quality
Onsite Licensing
165 E. 7th Ave, Suite 100
Eugene OR 97401-3437

541-686-7905

Toll free in Oregon
800-844-8467

**Application
For
Sewage Disposal Service
Business License**

Type or print clearly in dark ink.
Incomplete forms will be
returned.

Official Use Only

License Type: Installer Pumper
 Pumper/Installer

Business Registry SMP VIF

Cert # _____ Exp _____

Date Paid _____

Amt: _____ CK #: _____

Receipt # _____

Date Issued _____

License #: _____

I hereby apply for a **Sewage Disposal Service License**. The license period is based on the State's fiscal year, July 1 through June 30.
Please Note! Licenses issued July 1st or after will be valid for three years up to the 3rd June 30th unless suspended or revoked.

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> New License
Fee: \$1,414 | <input type="checkbox"/> Reinstatement of
Suspended or Revoked
License fee: \$358
SDS Lic # _____ | <input type="checkbox"/> Transfer of
Business Ownership
fee: \$306
SDS Lic # _____ | <input type="checkbox"/> Amendment of Current
License fee: \$306
SDS Lic # _____ | <input type="checkbox"/> \$ _____
Vehicle fee, 1 st n/c,
\$16/ea additional |
|--|--|---|--|--|

Classification of Business: Individual Partnership Corporation LLC
(If your business is listed as a Partnership, LLC or Corporation you must list all members or officers (use back if needed) & register the business with the Secretary of State Business Registry~ call 503-986-2200) You must also register an ABN.

Exact Business Name (this name must match your bond)		Business Registry No.
Assumed Business Name		Phone No.
Mailing Address	Physical address if different	
City, State, Zip	City, State, Zip	
Your Name	Title (list add'l member/officers on back of form)	
Email Address (print legibly)		

Please answer all of the following questions. Incomplete forms will be returned for completion and will delay issuance of license.

- Yes No
- Do you intend to **construct onsite sewage disposal** systems or any part thereof, including grading, excavating and earth moving activities? If yes, attach a copy of your Installer Certification card to this application.
- Do you intend to **pump out or clean septic tanks, treatment facilities, holding tanks, vault toilets, privies or cesspools or portable toilets**? If yes, complete and attach a **Sewage Pumping Equipment Description/Vehicle Inspection** form and a **Septage Management Worksheet** to this application.
- How many pumping vehicles &/or tanks do you have that need DEQ stickers? _____ (First vehicle no charge, each additional \$16. Calculate the fee and include that with your license fee)
- Do you intend to use your **septage pumping equipment** to pump liquid and solid waste other than septage from industrial or commercial tanks, vaults, sumps, or other facilities? If yes, attach a copy of the letter from the DEQ that authorizes use of your equipment in this manner.
- Have you **previously engaged** in Sewage Disposal Service business in Oregon? If yes, under what license number _____? As employee or Principal _____?
- Have you obtained a **Sewage Disposal Service Bond** or approved **Equivalent Security** for the type of license you are requesting? (\$15,000 for Installers and Pumper/Installers & \$5,000 for Pumpers only. Sign & submit original. Be sure the seal of Surety Company is affixed.)

By my signature below, I certify that all the information provided with this application is true and accurate to the best of my knowledge.

Signature of Owner or Member (No stamps) _____ Title _____ Date _____

Please be sure you have completed this application and enclosed all required attachments & payment before mailing. The fee is non-refundable/non-proratable.

INSTRUCTIONS TO APPLICANTS FOR COMPLETING OREGON DEQ SEWAGE DISPOSAL SERVICE BUSINESS LICENSE APPLICATION & FORMS

Please contact Lisa MacGregor with your questions regarding these instructions at
541-686-7905 or 1.800.844-8467 ext. 7905.

APPLICATION/BUSINESS NAME:

A separate application is required for each business name. Your handwritten legal signature (not stamped) is required to be on the original application. Be sure to answer all questions and submit all required exhibits with the application. Indicate what type of application you are submitting and include an SDS License # if applicable.

FEE

Provide the appropriate fee(s) (nonrefundable/nonproratable) from the schedule shown on front of the application.

CLASSIFICATION OF BUSINESS:

Individual – Check individual if you are using your complete real and true name only (for example, John A. Smith). You do not need to register with the State Business Registry if you chose this form of classification.

Partnership – Check Partnership if your business is a partnership. The application must list the real and true names of all partners and must be registered with the Secretary of State, Corporation Division (address below). Use an extra sheet of paper if necessary.

Corporation & LLC - Check “Corporation” or “LLC” if this is the type of business you have. The application must identify corporate officers or members and must be registered with the Secretary of State, Corporation Division (address below). Use an extra sheet of paper if necessary.

ASSUMED BUSINESS NAME:

If you are an Individual, Partnership, Corporation, or LLC using a name other than your complete real and true name(s) or corporate name, the application must show your real and true name(s) and the assumed business name. The Assumed Business Name(s) must be registered with the Secretary of State, Corporation Division, 255 Capitol St., N.E., Suite 151, Salem, OR 97310-1327 (Telephone 503-986-2200).

INSTALLER CERTIFICATION:

At least one person from each business must be certified as an installer in order to obtain a new installer license. Please contact Chemeketa Community College at 503-399-5181 to register for the class. After receiving your certification card, please submit a copy with your license application. If you want a pumper only license, a certification is not required, unless you want to perform Existing System Evaluations. DEQ rules specify who can perform those inspections and you can find that Administrative rule under 340-071-0155 here:

<http://www.oregon.gov/deq/Residential/Pages/Onsite-Rules.aspx>

BOND OR EQUIVALENT SECURITY:

You must file and maintain an Original Surety Bond or other approved Equivalent Security, in the amount of \$15,000 for Installers or combined Installer/Pumper, and \$5,000 for Pumpers Only. The bond form is to be completed by your bonding agent, and returned to you for your original signature, before sending to us. Please make sure the Surety Company has attached a Power of Attorney page to the bond, and that the bond company has applied or embossed a Surety Seal.

Equivalent Security could be in the form of an insured savings account or negotiable securities, irrevocably assigned to the Department. Contact the DEQ Headquarters Business Office at 503-229-5269 to obtain the Equivalent Security Forms.

LICENSE REINSTATEMENT, TRANSFER, OR AMENDMENT:

If there has been a change in Business Name or Entity, you must provide the Department with an application to amend the license, appropriate Fee, and a Rider to your valid Bond. If you are a pumper or Installer/Pumper, you will need to submit a new Septage Management Plan Worksheet and a new Sewage Pumping Equipment Description/Vehicle Inspection form for each vehicle.

If you have transferred ownership of a business, file an application to transfer that license with the fee, a new bond and new Septage Management Plan Worksheet and a new Sewage Pumping Equipment Description/Vehicle Inspection form for each vehicle if you are a pumper.

If you need to reinstate a suspended license, correct the deficiency (new bond or new certification) and submit an application and fee along with that correction.

If you have an Equivalent Security on deposit, contact the Business Office to arrange for the change in that instrument. **YOU MUST ALSO RETURN YOUR CURRENT LICENSE BEFORE A NEW ONE REFLECTING A CHANGE CAN BE ISSUED.**

SEWAGE EQUIPMENT/DESCRIPTION/VEHICLE INSPECTION:

If you are applying for a Pumper or combined Pumper/Installer license, complete the front side of the Vehicle Inspection form for each piece of equipment you have. The Agent inspecting your equipment will complete the inspection side of the form. Do not write anything on the second page. Please contact the DEQ Regional Office or Contract County Office nearest you to make arrangements for vehicle and equipment inspection. A list of contacts can be found on the DEQ webpage here: <http://www.oregon.gov/deq/Residential/Pages/Onsite-Contacts.aspx>

Authorizing VEHICLE ID TAGS will be sent to you by DEQ. The equipment cannot be used until those ID tags are on the vehicle.

The license fee provides for one vehicle, additional vehicles may be added for a fee per vehicle.

SEPTAGE MANAGEMENT PLAN WORKSHEET :

If you are applying for a Pumper or combined Pumper/Installer license, complete a Septage Management Plan Worksheet. This form provides information concerning your plans for septage handling activities. Please fill out the form and provide the exhibits requested, which include letters of authorization from treatment facilities that will accept your waste. Be sure to include permit numbers for interim septage holding tanks and list the number of vehicles you have for your business.