

**DEQ USE ONLY**

Application #: \_\_\_\_\_  
File #: \_\_\_\_\_  
Mail ID #2/#9: \_\_\_\_\_  
LLID/RM: \_\_\_\_\_  
ACD Fee Paid: \_\_\_\_\_  
DOC Conf.: \_\_\_\_\_  
Notes: \_\_\_\_\_

**State of Oregon  
Department of Environmental Quality  
RENEWAL APPLICATION  
WPCF Permit - Onsite Sewer Systems**



Incomplete Applications will be returned unprocessed.

**DEQ USE ONLY**

Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
OnSite Surcharge: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Deposit #: \_\_\_\_\_  
 IND  DOM  OSS  UIC: \_\_\_\_\_  
Notes: \_\_\_\_\_

**A. REFERENCE INFORMATION**

1. Legal Name:		2. Common Name:	
3. Permit #: DEQ Site ID#: Permit Expiration Date:		4. Facility Physical Address: City, State, Zip Code: County:	
5. Township:	Range:	Section:	Tax Lot #:
6. Responsible Official: Mailing Address:		Telephone #: City, State, Zip Code:	
7. Facility Contact: Facility Mailing Address:		Telephone #: City, State, Zip Code:	
8. Invoice to: Billing Address:		Telephone #: City, State, Zip Code:	

**B. REQUIRED INFORMATION**

- Briefly describe the permitted facility, type of wastewater, and primary method of wastewater treatment and disposal:
- Have the treatment or disposal methods employed, as indicated in previous applications, been altered in any way since the last application was submitted?  YES  NO If "YES," explain:
- Has the quantity or quality of wastes discharged, as indicated in previous applications, been significantly changed in any way since the last application was submitted?  YES  NO If "YES," explain:
- If there are any changes anticipated in the near future that would affect waste quantity or quality, attach an explanation or proposal.
- Review each condition of your current permit and **attach a brief report** that indicates your progress in meeting the requirements, limitations, and compliance schedules of the permit.
- If the permitted facility or operation is a domestic wastewater treatment plant, attach a copy of your Biosolids Management Plan.

**C. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative Rules 340-45 and/or 340-71. This includes a renewal application fee to renew the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

\_\_\_\_\_  
Signature of Legally Authorized Representative

\_\_\_\_\_  
Printed Name, Title & Date

**APPLICATION INSTRUCTIONS FOR RENEWAL WPCF INDIVIDUAL PERMIT  
Western Region Onsite Sewage Systems**

**Please answer all questions. An incomplete application will not be processed.  
If the information requested is not applicable, please indicate as such.**

**A. REFERENCE INFORMATION:**

1. Enter the legal name of the applicant. This must be the **legal** Oregon name (i.e., Acme Products, Inc.) or the **legal** representative of the company if it operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (503) 378-4752, unless otherwise exempted by their regulations. The permit will be issued to the legal name of the applicant.

**If the legal name of the applicant has changed since the initial permit was issued or the permit needs to be transferred to a new owner, a *Name Change/Transfer of Ownership* form must also be submitted with this application. This form is available by contacting a DEQ regional office listed below..**

2. Enter the common name of the facility or operation if different than the legal name.
3. Enter the permit number, DEQ site identification number (also known as the facility number or file number; this number may be found on the first page of your permit), and expiration date of your current permit.
4. Enter the physical location of the facility (not mailing address), including city, state, zip code, and county.
5. Enter the Township, Range, Section, and Tax Lot #s for the regulated site.
6. Enter the name, telephone number, and mailing address of the Responsible Official. The Responsible Official is the person who receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application.
7. Enter the name, telephone number and mailing address of the Facility Contact if different from the Responsible Official. The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.
8. Enter invoicing information for billing purposes if different from the Responsible Official (e.g., "Invoice To: Business Office - Accounts Payable").

**B. REQUIRED INFORMATION:**

1. Briefly describe the permitted facility, type of wastewater (industrial, sewage or both), and primary method of wastewater treatment and disposal.
2. - 6. Complete the remaining questions as indicated. Attach any additional pages of explanation.

**C. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE:**

The signature of a legally authorized representative must be provided in order to process this application.

**Definition of Legally Authorized Representative:**

Please also provide the information requested in brackets [ ]

- ◆ **Corporation** — president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance to corporate procedure to sign such documents
- ◆ **Partnership** — General partner [*list of general partners, their addresses and telephone numbers*]
- ◆ **Sole Proprietorship** — Owner(s) [*each owner must sign the application*]
- ◆ **City, County, State, Federal, or other Public Facility** — Principal executive officer or ranking elected official
- ◆ **Limited Liability Company** — Member [*articles of organization*]
- ◆ **Trusts** — Acting trustee [*list of trustees, their addresses and telephone numbers*]

**FEE AND APPLICATION SUBMITTAL:** Please see the cover letter enclosed with this application form or call the appropriate regional office below for fee information and to determine where to send this application.

**Send this form and fee to the DEQ Region office below:  
Make your check payable to the Department of Environmental Quality**

DEQ NWR or Western Region Eugene  
165 E 7<sup>th</sup> Ave, Suite 100  
Eugene OR 97401

DEQ Eastern Region-Pendleton  
800 SE Emigrant, Suite 330  
Pendleton OR 97801