



Construction/Installation Permit Guide

A Construction / Installation permit is required before installing a septic system. Apply for a Construction / Installation permit after your Site Evaluation has been approved.

Items required to process your application

1. **Application Form and Fee:**
Make sure your application is complete. Incomplete applications cannot be accepted and will not be processed. Include your name, township, range, section and tax account number on all submitted paperwork, maps and drawings.
2. **Notice Authorizing Representative Form:**
Required if someone other than the property owner is submitting the application.
3. **Land Use Compatibility Statement:**
This **must** be approved and signed by your county and/or city planning department
4. **Construction / Installation Plan:**
 - Refer to your Site Evaluation Report as 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 indicating the location of all buildings, roads, driveways, property lines, 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: elevations of the building sewer line, the inlet and outlet of the septic tanks, 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 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, and current sieve analysis.
5. **Material List:** Fill out the septic system installed materials list form as completely as possible.
6. **Operation and Maintenance Contract**
Submit a completed **Operation and Maintenance Service Contract** with a State Certified Maintenance Provider along with your permit application for the following septic system types:
 - sand filter
 - pressurized distribution
 - alternative treatment technology
 - recirculating gravel filter
7. **Where to obtain permits and information:**

Clatsop County Environmental Health

Onsite Septic Program
820 Exchange Street, Suite 100
Astoria, OR 97103
Phone: 503-325-9302
envhealth@co.clatsop.or.us

Fact Sheet



Procedures and Requirements for Installing a New Septic System

For homes and businesses outside areas served by large sewer systems, sewage is treated and dispersed into the soil by septic systems. The primary components are a septic tank that collects and treats waste and a drainfield to capture, disperse and filter treated waste.

Are permits required for septic systems?

Yes. A permit will describe in detail the requirements for installing and maintaining your septic system. Permits help ensure that every septic system is sited and constructed properly so that human health and the environment are protected.

Whom do I call to get started?

In some Oregon counties DEQ acts as the local onsite agent providing septic system inspections, site evaluations and issuing permits as part of Oregon's "Onsite" Septic Systems program. In other counties, local governments provide this service.

What permit do I need?

A **construction-installation permit** is usually what is needed to install a septic system for a home or a commercial system that has a projected sewage flow less than 2,500 gallons per day. This permit is valid for one (1) year. For an additional fee it may be renewed or reinstated if it takes longer to complete construction and installation of your septic system.

If you have questions about permits for larger or more complex systems, contact the Clatsop County Onsite Septic System Program.

How do I get a permit?

There are two steps involved:

Step 1: Complete a site evaluation

A site evaluation must be completed to determine which type and size of system is suitable for your property. This is usually done prior to subdividing a property and though not required, prior to selling a property.

The suitability of a proposed site for a septic system is determined by the site and soil conditions and the depth/seasonality of the water table. Other factors include the property

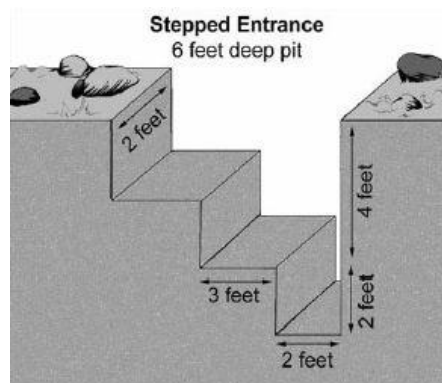
size, locations of surface waters, wells, cuts, and fills, and availability of a sewer connection. There must also be enough area available for a full future replacement septic system. These criteria are prescribed in Oregon Administrative Rules, Chapter 340, Division 071.

Complete the site evaluation application

Fill out an application and submit to the appropriate office along with the required exhibits and the correct fee. Directions to the subject property must be included.

Don't forget your test pits

You must also provide at least two test pits approximately 75 feet apart (more are necessary for large systems or difficult sites) in the proposed drainfield area. The specific requirements for test pits are provided with the site evaluation information packet.



The entrance to a six (6) foot test pit may be sloped or stepped as soil conditions warrant.

Prepare for an evaluation

After the application has been received and deemed complete, a local onsite agent will visit your property to perform the site evaluation. Depending on weather, test pit placement and if additional test pits are needed, more than one site visit may occur.

Receive a site evaluation report

You will receive a site evaluation report that specifies the approved area, the type and size of the septic system required and any special requirements. Should the site be rejected, you have 90 days in which you may provide

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additional test pits for evaluation with no additional fees. The report will also give you the information such as applying for a site evaluation report review and the opportunity to apply for a variance from any rule or standard.

Step 2: Obtain a permit, construct the system and inspect

Getting the permit, system construction, and system inspection are all part of Step 2.

Obtain a permit application packet

You must have a favorable site evaluation report in order to apply for a permit to construct your septic system. A permit application packet can be obtained from the local onsite agent.

Refer to your land use statement

Does your property have land use compatibility approval on the approved form for what you are proposing to do? If you aren't sure, contact your local agency (in most cases the county planning department) responsible for land use. You will need a completed land use compatibility statement to complete your permit application.

Complete the permit application

Submit a completed permit application, along with the required fees, exhibits, construction plans and information about the approved uses of your property.

Receive your permit and start construction

A construction-installation permit is issued within 20 days of receiving a completed application. Once you have the permit in hand, you may proceed with the construction of the septic system as specified in the approved plans and the permit. Any design changes must receive prior approval from the county.

Note: A septic system must be constructed by either the property owner or a DEQ-licensed installer using DEQ approved materials and equipment that meet minimum standards. All equipment must be installed and operated according to the manufacturer's specifications. If you have questions about installers or approved materials and equipment, discuss with your local onsite agent.

Don't cover that tank just yet

A "pre-cover" inspection (before it is covered with soil) of the installation is required unless waived by the local onsite agent as the "last step". Some complex systems, such as sand filter systems, require inspections at various

stages of construction and these inspection requirements are specified in the permit.

To initiate the pre-cover inspection, the installer must provide the local onsite agent an "as-built" plan, materials list and system certification. You will be given a form to list this information. Fill out this form and within seven (7) days of receipt of this completed form, the local onsite agent will either conduct or waive the inspection.

Certification is in the mail

After completion of a satisfactory inspection you may cover the installation. You will be sent a certificate of satisfactory completion in the mail. Upon issuance of the certificate, you may begin using the septic system.

What are the permitting fees?

Each step of the process has a separate application and fee that are determined by the type of system and the amount of proposed sewage flow. To obtain specific fee information for a particular application, please contact the local onsite agent.



Clatsop County

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Application for Onsite Sewage Treatment System

A. Property Owner Information

Name _____ Mailing Address (Street, PO Box, City, State, Zip) _____ Phone Number _____

B. Legal Property Description

Township _____ Range _____ Section _____ Tax Lot _____ Tax Account Number _____ Acreage or Lot Size _____

County _____ Subdivision Name _____ Lot _____ Block _____

Property Address: _____
(Street, City, State, Zip)

Directions to Property _____

C. Existing Facility / Proposed Facility / Water Information

Existing Facility

- ☐ Single Family Residence

Number of Bedrooms _____

☐ Other _____

Proposed Facility

- ☐ Single Family Residence

Number of Bedrooms _____

☐ Other _____

Water Supply

- ☐ Public _____
Name _____

☐ Private _____
Well, Spring, Shared

D. Type of Application

- | | | |
|--|---|--|
| <input type="checkbox"/> Site Evaluation | <input type="checkbox"/> Renewal Permit | <input type="checkbox"/> Authorization Notice for: |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Existing System Evaluation | <input type="checkbox"/> Connecting to an Existing System Not in Use |
| <input type="checkbox"/> Permit Repair | <input type="checkbox"/> Permit Transfer | <input type="checkbox"/> Replacing a Mobile Home or House with Another |
| <input type="checkbox"/> Major | <input type="checkbox"/> Permit Reinstatement | <input type="checkbox"/> Mobile Home or House |
| <input type="checkbox"/> Minor | <input type="checkbox"/> Compliance Record Review | <input type="checkbox"/> The Addition of One or More Bedrooms |
| <input type="checkbox"/> Alteration Permit | | <input type="checkbox"/> Personal Hardship |
| <input type="checkbox"/> Major | | <input type="checkbox"/> Temporary Housing |
| <input type="checkbox"/> Minor | | <input type="checkbox"/> Other-Please Specify _____ |

If the required fee and attachments are not included with this application, it will be returned to you as incomplete. Post a flag or sign with your name and address at the entrance to the property. Flag and number the test holes.

By my signature I certify that the information I have furnished is correct and hereby grant Clatsop County and its' authorized agents' permission to enter onto the above described property for the sole purpose of this application

Signature _____ Date _____

Applicant's Name (Please Print Legibly) _____ Applicant's Phone _____ Applicant's E-Mail Address _____

Applicant's Mailing Address _____

Applicant is the ☐ Owner ☐ Authorized Representative ☐ Licensed Septic Installer
☐ Authorization Attached
Installers Name _____



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Notice Authorizing Representative

I, _____, have authorized
(Property Owner – Please Print)

_____ To act as my agent in performing
(Authorized Representative – Please Print)
the activities necessary to obtain site evaluations, permits, and other onsite wastewater treatment program services provided by Clatsop County on the property described below in accordance with OAR chapter 340, division 071. I agree that any costs not satisfied by the Authorized Representative are my responsibility.

PROPERTY IDENTIFICATION

Property Situs or Road Address

And described in the records of Clatsop County as:

Township _____ Range _____ Section _____ Tax Lot _____ Map ID _____
Township _____ Range _____ Section _____ Tax Lot _____ Map ID _____

PROPERTY OWNER:

Name: _____ Email: _____
Mail Address: _____ City/State/Zip _____
Phone: _____ FAX: _____
Signature: _____ Date: _____

AUTHORIZED REPRESENTATIVE:

Name: _____ Email: _____
Mail Address: _____ City/State/Zip _____
Phone: _____ FAX: _____
Signature: _____ Date: _____



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Land Use Compatibility Statement (LUCS) For Onsite Wastewater Treatment System Permits

WHAT IS A LUCS? The Land Use Compatibility Statement is the process used to determine whether Onsite Wastewater Treatment permits and other approvals affecting land use are consistent with local government comprehensive plans. The LUCS form is included in the onsite permit application approval packet.

WHY IS A LUCS REQUIRED? Oregon law requires activities that impact land use be consistent with local comprehensive plans and land use regulations. Oregon Administrative Rules (OAR) Chapter 340, Division 28 identifies activities or programs that significantly affect land use and the process for ensuring consistency.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all Onsite Wastewater Treatment permits, registrations under general permits, and certain other approvals and certifications that affect land use. The attached form applies only to onsite wastewater treatment system permits and activities. WPCF applicants must complete a General LUCS Form.

HOW TO COMPLETE A LUCS:

Step	Who Does It	What Happens
1	Applicant	Completes Section 1 of the LUCS and submit it to the county planning office.
2	City or County Planning Office	Completes Section 2 of the LUCS by determining if the activity or use meets all local planning requirements, and returns to the applicant the signed and dated LUCS form with findings of fact for any local reviews or necessary planning approvals.
3	Applicant	Includes the completed LUCS with findings of fact with the permit or approval submittal application to the county.

A permit cannot be issued if the proposed facility does not comply with all applicable local land use requirements. The applicant is responsible for working with the local planning office to comply with land use requirements.

CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archeological site or object, or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470. Section 106 National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.

DEQ Land Use Compatibility Statement

COMPLETED BY APPLICANT

1. Property Owner Name(s): _____
Mailing Address: _____
Telephone 1: _____ Telephone 2: _____
Email Address: _____
2. Applicant Name: _____
Mailing Address: _____
Telephone 1: _____ Telephone 2: _____
Email Address: _____
3. **Property Information:**
Situs Address: _____
Township _____ Range _____ Section _____ Tax Lot _____
Subdivision Name (if applicable): _____
4. Proposed Development:
☐ Single Family Dwelling ☐ Accessory Structure ☐ Other _____
5. Permit or Approval Requested:
Construction or Installation Permit: ☐ New Construction ☐ Repair ☐ Alteration
Authorization for Replacement of: ☐ Dwelling ☐ Bedroom Addition
☐ Other: _____

COMPLETED BY COUNTY PLANNING OFFICIAL

PERMIT #:

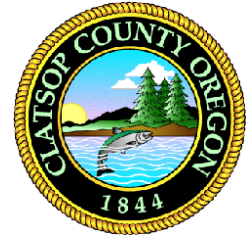
PAYMENT ID:

1. Property Zoning 1 _____ Property Zoning 2 _____ Overlays _____
2. Minimum Parcel Size _____ Actual Parcel Size _____ ☐ LOR needed LOR Permit # _____
3. The facility is located: ☐ Inside City Limits ☐ Inside a UGB ☐ Outside UGB (county jurisdiction)
4. Does the proposed facility comply with all applicable land use requirements: ☐ Yes ☐ No
5. Compliance is based on:
 - a. ☐ Compliance with local comprehensive plans and land use requirements. Citation: _____
 - b. ☐ Conditional Approval – *Findings and citation attached or a copy of the applicable land use decision is attached.*
 - c. ☐ Measure 49 Waiver – DLCD Approval Number: _____

Comments: _____

Planning Official Signature _____ Date _____

Guide



Operation and Maintenance Guide

What is Operation and Maintenance?

Operation and maintenance (O&M) refers to the care and maintaining of your septic system. Without proper O&M, septic systems are more likely to malfunction – and that can be a VERY costly problem. You wouldn't weld the hood of your car shut, right? Cars, just like septic systems, require periodic maintenance – otherwise they will malfunction prematurely.

Also, under Oregon Administrative Rule (OAR) 340-071-0130, owners of pressure distribution, sandfilter, recirculating gravel filter and Alternative Treatment Technology (ATT) systems must maintain a Service Contract with a certified maintenance provider for the life of the system.

Why does my system require O&M?

Owners of ATT, sand filters, recirculating gravel systems and pressure distribution systems, installed after January 1, 2014, must maintain a Service Contract with a certified maintenance provider. The maintenance provider must inspect the system at least once every year and submit a report and required fees to Clatsop County.

What do I need to do?

Once you have an approved construction plan for a septic system that requires O&M, you must obtain a Service Contract with a certified provider. Clatsop County maintains a list of currently-certified O&M providers. The Service Contract must be submitted to Clatsop County prior to the release of a Certificate of Satisfactory Completion. In other words, the system will not be completely permitted until that Service Contract is submitted.

Where do I go for more information?

Please contact Clatsop County Onsite Septic Program, a Division of the Clatsop County Environmental Health Department at 503-325-9302.

Submit signed O&M contracts to:

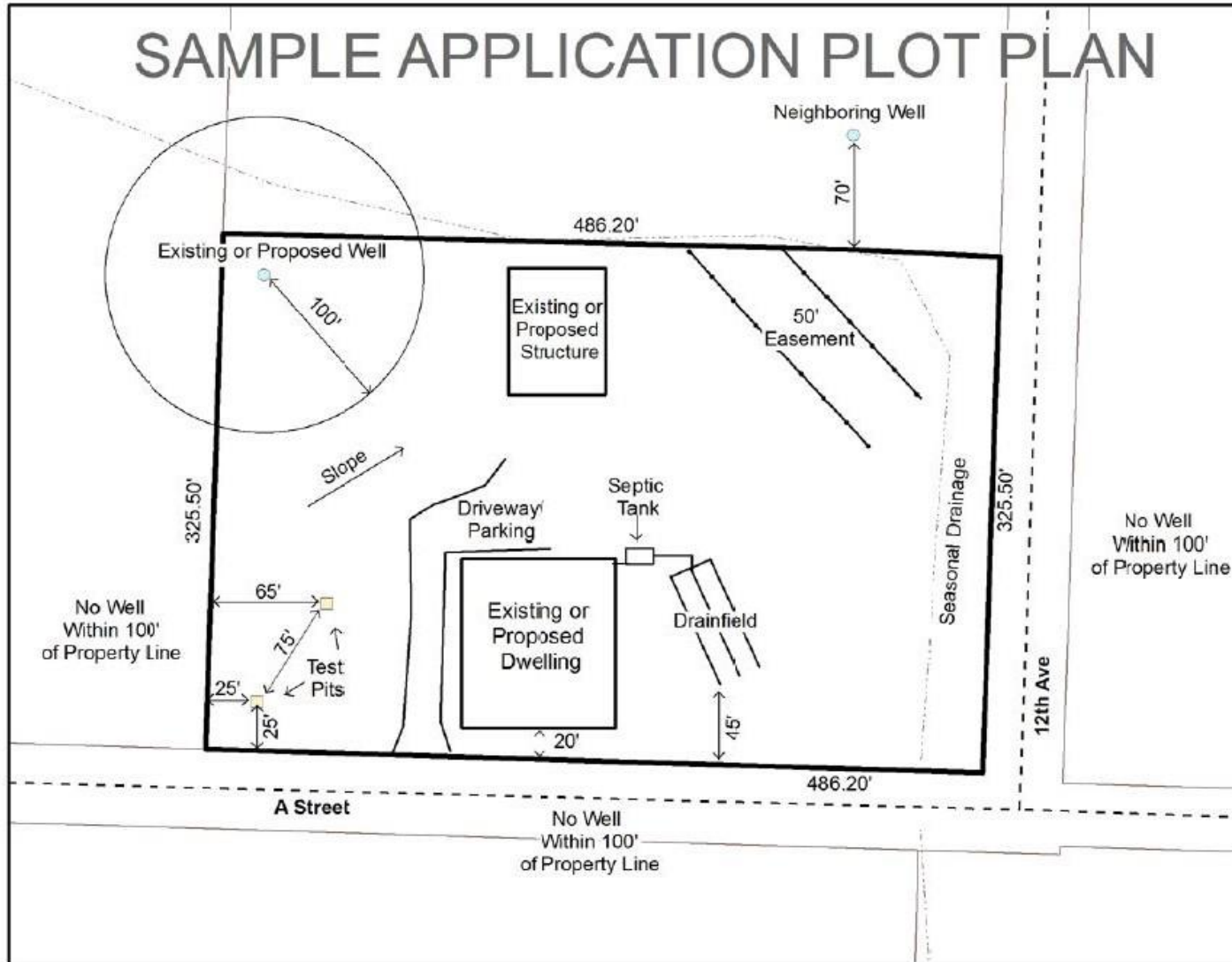
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SAMPLE PLOT PLAN

Property ID: _____ Site Address: _____

Applicant Signature: _____ Date: _____

By my signature, I certify the information provided on this plot plan is complete and accurate.



Required Information

- ✓ Owner name
- ✓ Legal description, map number
- ✓ North arrow
- ✓ Property dimensions
- ✓ Neighboring wells w/in 100'
- ✓ All wells/waterlines on property
- ✓ Roads, driveways, parking areas
- ✓ Buildings and fences
- ✓ Septic and pump tank(s) and drainfield(s)
- ✓ Areas of excavation (cuts, fills)
- ✓ Easements, deed restrictions, etc.
- ✓ Lakes, springs, streams, ditches, etc.
- ✓ Water bodies w/in 100' of proposed drainfield
- ✓ Field drainage tiles (French/curtain drains, etc.)
- ✓ Test pits with distance to property lines
- ✓ Direction of slope

PLOT PLAN

Property ID: _____ Site Address: _____

Applicant Signature: _____ Date: _____

By my signature, I certify the information provided on this plot plan is complete and accurate.

Required Information

- Owner name
- Legal description, map number
- North arrow
- Property dimensions
- Neighboring wells/waterlines w/in 100'
- All wells/waterlines on property
- Roads, driveways, parking areas
- Buildings and fences
- Septic tanks and drain fields
- Areas of excavation (cuts, fills)
- Easements, deed restrictions, etc.
- Lakes, springs, streams, ditches, etc.
- Neighboring water bodies w/i 100' of property line
- Field drainage tiles (French drain, etc.)
- Test pits with distance to property lines
- Direction of slope

Legend

- O Wells
- Test Pits
- Drainage



1 inch = 20 feet



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SEPTIC SYSTEM MATERIALS LIST:

INSTALLERS MUST NOTIFY THE DEPARTMENT WHEN A SEPTIC SYSTEM IS COMPLETED UNDER A PERMIT. ALL COMPONENTS LISTED BELOW SHOULD BE INSTALLED BUT NOT BACKFILLED. FAILURE TO DO SO MAY RESULT IN A REINSPECTION FEE UNLESS OTHER ARRANGEMENTS ARE MADE.
FILL OUT ALL APPLICABLE SECTIONS OF THIS DOCUMENT.

Section 1

Property Owner: _____
Township: _____ Range: _____ Section: _____ Tax Lot: _____
Situs Address: _____

Section 2: COMPLETE, AS APPLICABLE:

****MUST PROVIDE MAKE, MODEL, MATERIAL AND APPLICABLE MEASUREMENTS****

Septic Tank: _____ Capacity: _____
Effluent Filter: _____
Effluent Sewer Pipe: _____
Dose Tank/Vault: _____ Capacity: _____
Tank Pump: _____
Float Settings (Provide inches from top of tank to water level @ float function):
Alarm: _____ On: _____ Off: _____ RO: _____
Pressure Pipe from Tank to Pretreatment and/or Drainfield: _____
Drop or Distribution Box: _____ Qty: _____
HydroSplitter Orifice Size(s): _____
Header Pipes: _____
Leach Lines: _____ Linear Ft: _____
Pressure Bed Dimensions: _____ Square Ft: _____
Capping Fill (Depth over top of drain media, in inches): _____
GWI or Tile Dewater System (Depth/Depth of gravel, in inches): _____

ATT: Manufacturer: _____ Make/Model: _____ Serial# _____

Sand Filter Type: Bottomless ☐ Conventional ☐ Dimension: _____ X _____ Ft

Control Panel: _____

Tank Timer Settings (Provide seconds on / minutes off):

Normal Operations: _____ Sec. _____ Min.

High Water Alarm Operations: _____ Sec. _____ Min.

Pretreatment Pump:

Inches below vault top: Alarm _____ On _____ Off

Inches from vault top to top of underdrain pipe: _____

Pump or Aerator Interlock Function:

Verify the tank pump will not function if pretreatment is in "ALARM" (Circle one): YES / NO

Air Coil / Monitoring Ports: _____

Other: _____