

Compliance Requirements for the City of Gearhart's Short Term Rental Ordinance #901

FAQ's

Q: What is the first step in the certification process for assuring my septic system is adequate for complying with the short-term rental ordinance?

A: It's pretty simple. The first step is to determine whether Clatsop County Public Health has records on your septic system. This can be accomplished by coming into the Public Health office located at 820 Exchange Street in Astoria, Oregon, or by calling 503-338-3681. You will need to have a site address and the Section, Township and Range of the property to help us find the records.

Q: What is needed to receive a Certificate of Compliance from Clatsop County Public Health?

A: There are several routes to receive a Certificate of Compliance. Here are the most likely scenarios:

- If records of the septic system are available for a given property and the septic system is less than 10 years old, is not in a state of failure, and the system is not pressurized, the owner would receive a Certificate of Compliance from Clatsop County Public Health.
- If records of the septic system are available, and the septic system is 10 years old or older, an Evaluation of Existing System (EES) is required. If the EES indicates that the system is functioning properly, no repairs will be required on the system. If, however, the system is pressurized, an Operation and Maintenance contract with a third party provider will be required – as is a Notice to Title. Once the Operation and Maintenance contract and Notice to Title have been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.
- If a property **does not** have septic system records, an Evaluation of Existing System is required. If the EES indicates that the system is functioning properly, no repair work will be required on the system. If the system is pressurized, an Operation and Maintenance contract with a third party provider will be required – as is a Notice to Title. After an Operation and Maintenance contract and Notice to Title have been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.
- If a property **does not** have septic system records, an Evaluation of Existing System is required. If the EES indicates that the system is not operating properly, a letter of noncompliance will be provided to the owner outlining the problems with the system that must be addressed. Owners would have 60 days to correct the problems noted on the EES. **Please note that a repair permit issued by Clatsop County Public Health is required for all septic system repairs.** If the system is pressurized, an Operation and

Maintenance contract with a third party provider will be required – as is a Notice to Title. Once the system has been properly repaired, and an Operation and Maintenance contract and Notice to Title have been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.

- If the Evaluation of Existing System finds that a cesspool is the type of septic system serving the property, the owner will receive a letter of noncompliance. The owner would be required to abandon the cesspool and install a new (repaired) system within 60 days. Once the system has been properly repaired, and an Operation and Maintenance contract and Notice to Title (if needed) have been submitted to Clatsop County Public Health, the owner would receive a Certificate of Compliance.

Q: Where do I find the list of providers who can perform an Evaluation of Existing System?

A: You can find the list of licensed providers who can perform EES's here:

https://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/1776/license_d_septic_disposal_services_1.pdf

Q: Where do I find a list of providers who can repair a septic system?

A: You can find the list of licensed providers who can perform repairs here:

https://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/1776/license_d_septic_disposal_services_1.pdf

Q: Where would I find a list of providers who can perform Operation and Maintenance?

A: You can find the list of licensed Operation and Maintenance providers who can perform repairs here:

https://www.co.clatsop.or.us/sites/default/files/fileattachments/public_health/page/1776/maintenance_providers_om_list_1.pdf

Q: Where are the forms I need to submit to repair a system? What about the Notice to Title?

A: All the forms you will need for this process are located here:

<https://www.co.clatsop.or.us/publichealth/page/onsite-septic-sewer-program-applications-and-forms>

Q: What is the fee for this process?

A: The fee for determining compliance is \$100.00. This fee does not cover the other fees that may be required if a repair is necessary to receive a Certificate of Compliance.

Q: If I have questions about this process, who should I contact?

A: You should contact Mike McNickle at Clatsop County Public Health. He can be reached by phone at 503-338-3686, and by email at mmcnickle@co.clatsop.or.us.