ONSITE SANITATION City of Portland – Bureau of Development Services
1900 SW 4th Avenue, Portland, Oregon 97201 – 503-823-7363 – TTY 503-823-6868 – www.portlandoregon.gov/bds

INSTALLATION PERMIT APPLICATION

Category

☐ 1 & 2 Family Dwelling ☐ Multi-Family ☐ Accessory Building ☐ Comm'l/Industrial

Job Site Information and Location

Property Owner:	
Job Address:	
City/State/Zip:	
Street/Cross Street:	
Legal Description:	
Size/Acreage of Parcel:_____	Domestic Water Source: Private ☐ Public ☐

Project/System description:

Site Evaluation Report - SER (LFS) #_____

Existing System:	Existing # of Bedrooms_____
Tank:	
System Type:	
Drainfield Dispersal Method:	Lineal Feet _____
Proposed System:	Proposed # of Bedrooms_____
Tank:	
System Type:	
Drainfield Dispersal Method:	Lineal Feet _____

Installer

Business Name:		
Installer Name:		
Address:		
City/State/Zip:		
E-Mail:		
Phone:	FAX:	
DEQ Lic #:	CCB#:	
Authorized Signature:		Date:

Applicant

Name:		
Address:		
City/State/Zip:		
Phone:	FAX:	
E-mail:		
Signature:		Date:

Sanitation Fees

NOTE: DEQ surcharge applies to **ALL** installation permits	Subtotal	
	DEQ Surcharge	
	TOTAL	

Issued permit will be mailed to the applicant listed on the application

Allow up to 20 working days after complete submittal for review of your application

Additional Submittal Requirements on page 2

Application Submittal Checklist

Applications must be complete with **all** the submittals indicated. Only complete application packets will be accepted for review.
See back side for additional description of required submittal

FOR ALL PERMITS:
- ☐ Completed Application Form
- ☐ Completed Authorizing Representative Form
- ☐ Scaled, legible & detailed site plan
- ☐ Floor Plans
- ☐ DEQ approved tank spec sheet(s)
- ☐ Water supply source & line location (☐ public ☐ private)
- ☐ Property Address from Multnomah County

DRAINFIELDS:
- ☐ Land Use Approval – all proposed drainfields
- ☐ Beginning, middle & end elevations of each line
- ☐ Drainfield material type
- ☐ Test pit location(s) on SAME site plan
- ☐ Pump calcs & selection (as applicable)

ATT, Sandfilter & Pressure Distribution Systems
- ☐ Signed O&M contract
- ☐ DEQ approved spec sheet(s)
- ☐ Sand Filter construction details (as applicable)

PERMIT FEES

Description		Fee
Single Family Construction – (New Installation Permit)		
Standard Septic Tank/Drainfield		$ 2,270
Sand Filtration		$ 3,084
Advanced Treatment Technology		$ 3,084
Capping Fill		$ 3,084
Pressure Distribution		$ 3,084
Seepage Trench		$ 2,270
Tile Dewatering		$ 3,084
Gray Water Waste Disposal Sump		$ 1,163
Other (Redundant and Steep Slope)		$ 2,270
Single Family (Repair/Replacement Permit)		
Septic Tank (only) – minor		$ 495
Septic Tank/Standard Drainfield – major		$ 1,000
Septic Tank/Non-Standard Drainfield – major		$ 1,359
Commercial/Multi-Family Construction – (New Installation Permit)		
Standard Septic Tank/Drainfield		$ 2,270
Sand Filtration		$ 3,084
Advanced Treatment Technology		$ 3,084
Alternative & Non-Standard System		$ 3,084
Holding Tank		$ 2,270
Commercial/Multi-Family (Repair/Replacement Permit)		
Septic Tank (only) – minor		$ 1,163
Septic Tank/Standard Drainfield - major		$ 2,270
Alternative & Non-Standard System		$ 3,084
Holding Tank		$ 2,270
Large Systems (over 601-2,500 gpd)		
Plan Review		$ 1,365
Additional charge per 500 gallons (# of 500 gallons _____)		$ 288
Alteration Permit (expansion/relocation)		
Septic Tank/Drainfield – major		$ 2,281
Septic Tank (only) – minor		$ 1,163
Reinspection fee		
Reinspection Fee (commercial or residential)		$ 244
Reinstatement, Renewal or Permit Transfer		
With Site Visit		$ 1,354
Without Site Visit		$ 589
Miscellaneous		
Third and Subsequent Checksheets		$ 222
Work without Permit (hourly rate)		$ 95
DEQ Surcharge		
DEQ Surcharge		$ 100

8/1/14

Onsite Sanitation Installation Permit Submittal Checklist

Purpose: This checklist is to assist with submitting all required documents to ensure a complete submittal package. Once **all required documents are complete and submitted**, review will begin in order received. Review may take up to 20 days.

SUBMITTAL Requirements:

FOR ALL PERMITS

- Completed Sanitation Application Form and appropriate fees. ***NOTE:*** *Only a Licensed DEQ Installer or property owner is permitted to do the work, name and DEQ license number must be written on all permit applications.*
- Completed Authorizing Representative Form
- Site Plans Scaled and legible *(no larger than 11" x 17")* **showing ALL:**
  - Existing and proposed structures, driveways, access roads, decks, patios, pastures, outbuildings, etc.
  - Stormwater disposal location(s) for each structure or impervious area within 100' of septic system
  - Existing and proposed tank and drainfield, including replacement area
    (Existing d-box(es) must be uncovered, number of lines and direction must be accurately shown on site plan)
  - Any private wells onsite and within 100' of the drainfield *(including neighboring properties)*
  - Water line from identified water source
  - Drainageways/creeks/streams or seasonal wet depressions
  - Elevations *(if new drainfield)* of all drainfield lines
  - North Arrow
  - Topographic contours or direction of slope
  - Date plan prepared and signature of preparer
- Floor plans (8 ½" x 11" *hand drawn showing only room identification is sufficient*)
- DEQ approved tank specification sheet *(one page showing profile, type and size is sufficient)*
- Property address assigned by Multnomah County

DRAINFIELD

- Land Use Planning Approval Form *(from local zoning jurisdiction*)* or planner signature & date on site plan required for all proposed drainfields.

  **For all Rural Unincorporated Areas, zoning approval comes from the Multnomah County Land Use office at 1600 SE 190th*

- Test pit location(s) on same site plan *(for new or repaired drainfields)*
- Pump calculations & selections *(if applicable)*
- Beginning, middle & end elevations of all drainfield lines
- Drainfield material type

ALTERNATIVE TREATMENT TECHNOLOGY (ATT)

- Signed Operations & Maintenance contract
- DEQ approved spec sheet

SANDFILTER & PRESSURE DISTRIBUTION SYSTEMS

- Signed Operations & Maintenance contract
- Pump calculations & selections
- Sand Filter design specifications and calculations

How to submit

Onsite Sanitation Installation Applications may be submitted with the appropriate fee either:

In Person: City of Portland Development Services Center, Trade Permits, 1900 SW 4th Ave., First Floor, Portland, OR 97201 | Business Hours: Monday - Friday 8:00 am - 3:00 pm (Close at 2:00 pm on Thursday).

By Mail: Send a complete application and check payable to the City of Portland, Attention: Trade Permits, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201.

Onsite Sanitation/Septic approval is required prior to any building permit issuance

Land Use Planning Approval

For properties located within incorporated cities, obtain land use approval from local City jurisdiction. For properties located within rural unincorporated Multnomah County, obtain land use approval from the Multnomah County Land Use Office at 1600 SE 190th Portland, OR 97233, Phone, (503) 988-3043.

Other Permits

For West Multnomah County properties, plumbing, electrical, and building permits are issued by the City of Portland.
For East Multnomah County properties (east of Portland City limits and excluding Troutdale and Maywood Park), plumbing, electrical, and building permits are issued by City of Gresham, Permit Services, 1333 NW Eastman Parkway, Gresham, OR 97030, 503-661-3000.

Plan Review

- It may take up to 20 days to review application packets. You will be notified of status by either a checksheet or an issued permit.
- Checksheets will be sent to applicant and property owner requesting additional information and/or plan revisions if corrections are required. Third and subsequent checksheets will require an additional fee.

Inspections

- Call 503-823-7000 and use the IVR number assigned to your permit, request the three digit inspection code(s) for the type of inspection you would like to schedule and be sure to write down the confirmation number given.

Records of Septic Systems

- May be available online at portlandmaps.com, under *Historical Permits*. Check all permits in the drop down selection box and check each page as there is typically a narrative and drawing on multiple pages.
- For all non property owners, a records request and fee is required for in-office records searching. The form can be found online at: http://www.portlandoregon.gov/bds/article/288783. Please send form and fee to the attention of Site Development.

Please note: Sanitation Permits are **valid one year from date of issuance**.