



ONSITE WASTEWATER PROGRAM APPLICATION

APPLICATION TYPE

- SITE EVALUATION FOR:** New Development Existing System Repair / Alteration Partition into _____ Lots
- CONSTRUCTION PERMIT FOR:** New Septic System Repair / Replace Alteration to Existing System
- AUTHORIZATION NOTICE:** Change in Use Temporary Hardship Reconnect to Existing Increase in Flow
- EXISTING SYSTEM REVIEW** **REINSTATE / RENEWAL** **TRANSFER OF OWNERSHIP**

SITE INFORMATION

Property Owner: _____

Address: _____

Property Owner Email Address: _____

Parcel / Tax Map: _____

Water Source: Private Well Shared Well Public Other _____ Acres: _____

Type of Structure: Residential Commercial Accessory Building Manufactured Home Other _____

Septic Records Number: _____ Building Permit #: _____ Planning Approval: _____

INSTALLER INFORMATION

Home Owner Install: Yes No (If yes, then continue to next section)

Licensed Installer: _____ Telephone: (_____) _____ - _____

DEQ License #: _____ Expiration Date: _____/_____/_____

Maintenance Provider: _____ Certificate #: _____

Installer Email Address: _____

PROJECT DESCRIPTION

Current Number of Bedrooms: _____ **OR** Gallons per day: _____ Proposed Number of Bedrooms: _____ **OR** Gallons per day: _____

Description of Work: _____

APPLICANT

Applicant Name: _____ Telephone: (_____) _____ - _____

Mailing Address: _____

Email Address: _____

By signing below I certify that: This application is complete and all information provided is accurate to the best of my knowledge (incomplete application may delay your project). Only the property owner or a Department of Environmental Quality (DEQ) licensed installer will perform work on the on-site sewage treatment system or any part thereof. I grant the DEQ or its agent's permission to enter the property and gather information or samples as required for the sole purpose of this application and the approval of, and compliance with, any permit issued by this application. See additional conditions on back.

Owner or Authorized Representative Signature: _____ Date: ____/____/____

Rules, Approved Material Listing, and Database of Licensed Installers can be accessed at:

<http://www.deq.state.or.us/wq/onsite/onsite.htm> or

Permit information can be obtained at <http://www.clackamas.us/wes/septic.html>

General Conditions and Requirements for All Permits

Onsite Construction – Installation Permits are valid for one year from the date of issuance. Renewal or reinstatement of a permit may be granted to the original permittee if an application for permit renewal or reinstatement is filed within one year after the original permit expiration date. The renewal or reinstatement will be issued an expiration date one year after the previous date of expiration. Transfer of a permit from the original permittee to another person may be granted if an application for a permit transfer is filed prior to the original permit expiration date and no other changes to the permit are necessary. **Note: The fee for renewal, reinstatement, or transfer of a permit is less than that for a new permit.**

ALL WORK IS TO CONFORM TO OREGON ADMINISTRATIVE RULES, CHAPTER 340, DIVISIONS 71 & 73. WORK MUST BE DONE BY THE OWNER OR BY LICENSED SEWAGE TREATMENT SERVICE BUSINESS. MAKE NO CHANGES IN THE SYSTEM LOCATION OR SPECIFICATIONS WITHOUT WRITTEN APPROVAL FROM THE PERMIT ISSUING AGENT.

Installation requirements: The drainfield is to be installed in undisturbed native soil. There are to be no alterations of the natural site conditions such as soil removal or filling, or slope/topography alterations within the approval areas for both the initial and replacement systems unless otherwise authorized by the agent. System installation is not to occur when soil moisture, high groundwater, adverse weather, or other conditions that could affect the quality of installation or reliability of the system are present. If such conditions are present and there is a need for sewage treatment at the site, the septic tank can be utilized as a temporary holding tank as outlined in 340-071-0160.

Inspection Requirements: The system installer and/or the permit holder must notify the permitting Agent when the construction, alteration, or repair of a system for which a permit was issued is completed (except for the backfilling or covering of the installation). For Pressurized Distribution, Sand Filters, Recirculating Gravel Filters, Alternative Treatment Technologies, and Capping Fill systems several inspections are required during the construction process (see inspection requirements specific to each system installation). The permitting agent has 7 days to perform an inspection of the completed construction after the official notice date, unless the permitting agent elects to waive the inspection and authorizes the system to be backfilled earlier. Receipt and acceptance of the completed **Final Inspection Request and Notice** forms (As-built, materials list, applicable Certificate of Decommissioning) by the permitting agent establishes the official notice date of your request for the pre-cover inspection. The received copies must be legible and acceptable or will otherwise not be considered complete. Please complete all sections 1-4 on the form and return it to the office that issued the permit. Forms determined to be incomplete will be returned.

System Backfill Requirements: The system is to be backfilled or covered only after the permitting agent has approved the construction installation, the inspection has been waived, or the Certificate of Satisfactory Completion (CSC) has been issued by operation of law where the inspection has not been conducted within 7 days of notification of completed installation. Unless otherwise required, it is the system installer's responsibility to backfill the system within 10 days after inspection and issuance of the CSC. Backfill must be carefully placed to prevent damage to the system. The backfill must be free of large stones, frozen clumps of earth, masonry, stumps, waste construction materials, or other materials that could damage the system. Be sure that the untreated building paper, filter fabric, or other material approved by the agent is completely covering all drain media where required prior to backfill. The system can be connected to and placed into service once it has been properly backfilled and the CSC has been issued.

Initial and Replacement Areas – Protection: The installed subsurface absorption field and designated replacement areas must be protected and kept free of development such as roadways, covering with asphalt or concrete, filling, cutting, livestock grazing, or other soil modifications [see OAR 340-071-0220 (1) h].