To request translation or disability-related accommodations, please contact us at **DTDcompliance@clackamas.us** | **503-742-4400**.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **DTDcompliance@clackamas.us** | **503-742-4400**.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по:
DTDcompliance@clackamas.us | **503-742-4400**.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними:
DTDcompliance@clackamas.us | **503-742-4400**.

如需翻译服务或残障相关的协助，请与我们联系：
DTDcompliance@clackamas.us | **503-742-4400**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **DTDcompliance@clackamas.us** | **503-742-4400.**

Clackamas County
www.clackamas.us

Septic Records Search Instructions

Overview and general tips:

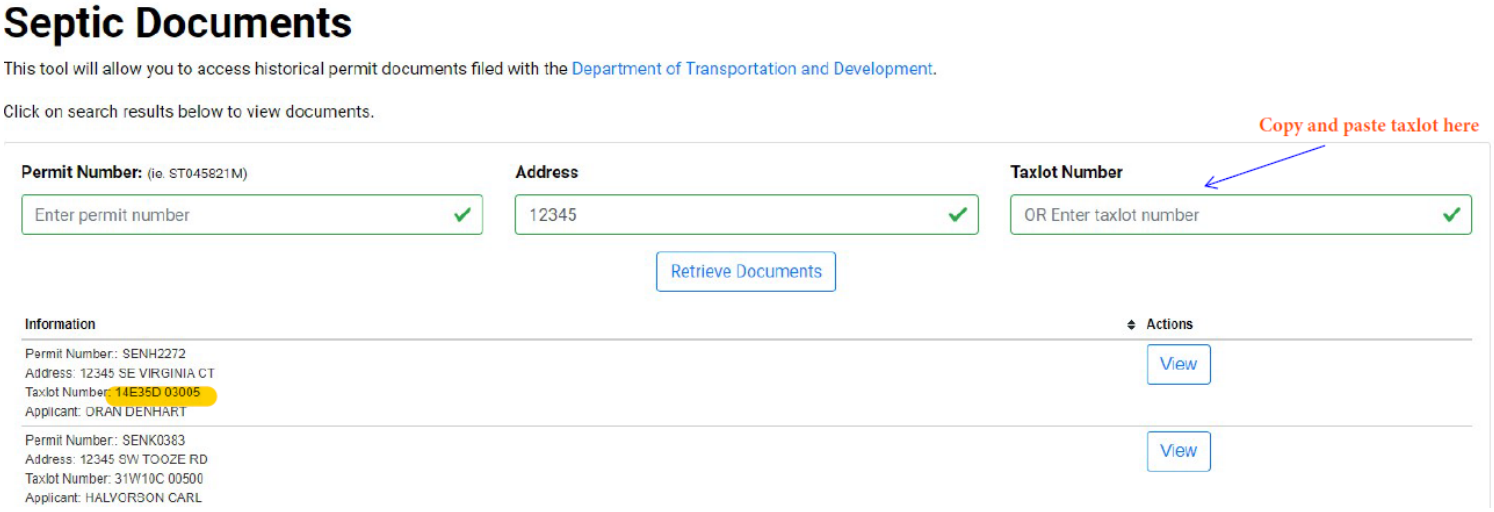
- Since septic permitting started in the mid-1970s, systems installed before then most likely will not be in our records.
- Some septic records are saved independently and some, especially older records, are saved in building permit records with building permit numbers.
- Only the pages labeled 'As-Built' show the layout of the septic system as it was installed. Other site plans show the proposed location/layout of the septic system.

Tips for searching in Document Retriever

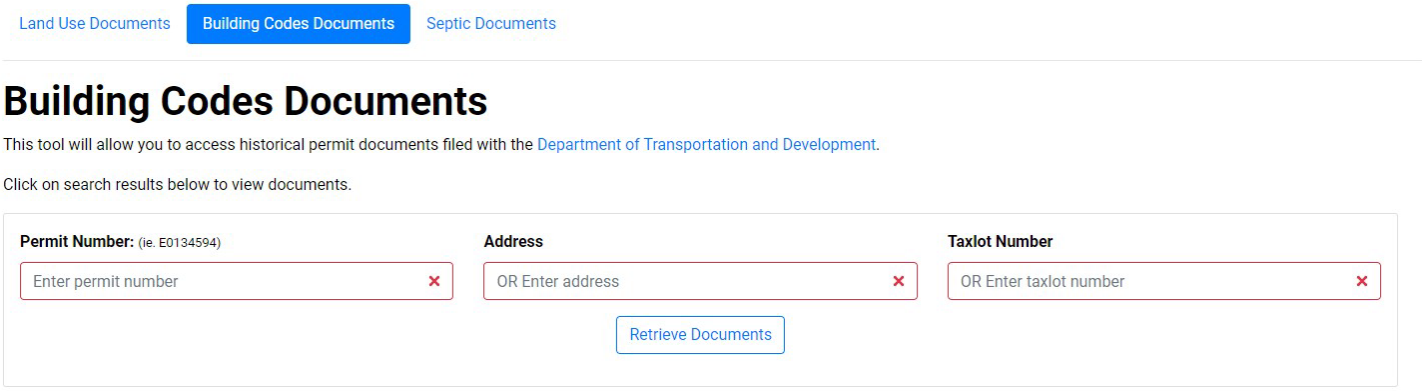
(for records from before 2019 and after Nov. 1, 2023)

- Go to Document Retriever
- *(link to https://apps.clackamas.us/docretriever/dtd/septic)*

- Less is more when searching:
  - Search just the address number in the address search field
  - If you see a record listed, copy and paste the tax lot number in the tax lot number search box (see image below) and then search again



  - Some records are saved under the tax lot number and not the address.
  - Full tax lot numbers can be found on CMAP *(link to https://maps.clackamas.us/maps/cmap)*
  - Some older records are saved in building permit records under the building permit files numbers.
  - Click on the *Building Codes Documents* tab at the top of the page and try the same search technique using the address number and/or tax lot number. See image below.



Tips for searching within Accela Citizen Access (ACA)
(for records from Jan. 1, 2019 – Oct. 31, 2023)



- Go to Accela Citizen Access (ACA) *(link to https://aca-prod.accela.com/CLACKAMAS)*
- Property records can also be searched on ACA.
- Detailed instructions for searching in ACA *(link to https://dochub.clackamas.us/documents/drupal/31305a44-cb43-47ca-b1b9-bfddfd3bccfb)*

Need help? Email septicinfo@clackamas.us with the exact record number you are requesting.