

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



Septic Documents

This tool will allow you to access historical permit documents filed with the [Department of Transportation and Development](#).

Click on search results below to view documents.

Copy and paste taxlot here

Permit Number: (ie. ST045821M)	Address	Taxlot Number
<input type="text" value="Enter permit number"/> ✓	<input type="text" value="12345"/> ✓	<input type="text" value="OR Enter taxlot number"/> ✓
<input type="button" value="Retrieve Documents"/>		
Information		◆ Actions
Permit Number: SENH2272 Address: 12345 SE VIRGINIA CT Taxlot Number: 14E35D 03005 Applicant: DRAN DENHART		<input type="button" value="View"/>
Permit Number: SENK0383 Address: 12345 SW TOOZE RD Taxlot Number: 31W10C 00500 Applicant: HALVORSON CARL		<input type="button" value="View"/>

- 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.

Building Codes Documents

This tool will allow you to access historical permit documents filed with the [Department of Transportation and Development](#).

Click on search results below to view documents.

Permit Number: (ie. E0134594)	Address	Taxlot Number
<input type="text" value="Enter permit number"/>	<input type="text" value="OR Enter address"/>	<input type="text" value="OR Enter taxlot number"/>
<input type="button" value="Retrieve Documents"/>		

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](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-bfd3b9c9f3b9](https://dochub.clackamas.us/documents/drupal/31305a44-cb43-47ca-b1b9-bfd3b9c9f3b9))



Need help? 503-742-4400

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