

FACT SHEET

OWNERS GUIDE TO INSTALLING SEPTIC SYSTEMS

A septic system must be constructed by either a property owner or a DEQ- licensed installer using DEQ approved materials and equipment that minimum standards. All equipment must be installed and operated according to the manufacturer's specifications. If you have questions about installers or approved materials and equipment discuss with your local onsite agent.

Septic Construction-Installation Permit Application Instructions

A completed application for a construction—installation, alteration, or repair permit must be submitted to the appropriate agent on approved forms with ALL required exhibits and applicable fees. ***Please Note- Applications that are not completed in accordance with these instructions will not be accepted for filling.*

1. **A completed application.** The owner must sign the application form or an authorized representative. An authorized representative is someone that you designate to perform permitting activities on your behalf (there is a separate form that must be filled out identifying a representative if applicable)._____
2. **A site evaluation report** approving the site for the type and quantity of waste to be disposed. Agents may waive the requirement for the report and fee for applications for repair or alteration permits. A stake-out may be required as a condition of the Site Evaluation, or requested by the Onsite Wastewater Specialist. A stakeout is used to show that the proposed septic system will fit on the property while meeting all DEQ-required setbacks. If the system does not fit, other options may be considered such as a different type of septic system or obtaining an easement to place the system or a portion of it on an adjacent property.
3. **A land use compatibility statement** from the appropriate land use authority as required in OAR chapter 340, division 018; or as required by jurisdiction policy.
4. **A detailed site plan.** Plans and specifications for the onsite system proposed for installation within the area identified and approved by the agent in a site evaluation report. The agent must determine and request the minimum level of detail necessary to insure proper system construction.
 - a. Owner-Installers are expected to know and understand the applicable Oregon Administrative Rules that apply to the particular type of system that a property is approved for in addition to any base installation requirements or standards. The following link will take to the DEQ website where the rules can be accessed: <http://www.deq.state.or.us/wq/onsite/rules.htm>
 - b. **Division 71** Rules pertain to the different types of systems.
 - c. **Division 73** Rules pertain to construction and materials standards.
 - d. **Section 220**, Standard Subsurface Systems, found in Division 71 is where all applicable base installation requirements are found.
5. Any other information the agent determines is necessary to complete the permit application.