Repair Permit Guide for Septic Systems

Minor Repair permits are for the replacement of a septic tank, broken pipe, distribution unit, or any part of the onsite system external to the septic tank or treatment facility, except the soil absorption system. Unless classified as a major repair or major maintenance, any replacement of a part of a system with a part that does not meet the original design specifications is a minor repair.

Major Repair permits are for the replacement of the soil absorption facility, treatment unit, or any part thereof.

To an extent, repairs are unique and not all of the listed exhibits may be required in your situation. Ask your local, onsite agent how to proceed.

Click on the link to access forms and example documents.

Items required to process your application:

1. **Application form** and fee:
   Please make sure your application is complete. Incomplete applications cannot be accepted and will be returned.

2. **Vicinity/ locator map**: Show how to get to your property using an 8½- by-11-inch sheet of white paper. Please describe in writing how to find your property and flag the entrance if it is hard to find. If you have a large parcel, show on a sketch how to find the test hole area.

3. **Tax Lot Map**: A tax lot map may be obtained from the local county assessor’s or planning department. Tax lot maps may also be obtained online at [http://www.ormap.net/](http://www.ormap.net/)

4. **Land Use Compatibility Statement**: DEQ does not require a Land Use Compatibility Statement prior to applying for a repair permit, unless an inspector determines the need to do so. DEQ **does recommend** that you contact your local planning department to check on other land-use criteria concerning your project. If you are in a flood zone, be sure to check with the National Flood Insurance Program, which may also affect any proposed repairs to your system.

5. **Notice Authorizing Representative Form**: Required if someone other than the property owner is submitting the application.

6. **Test pit**: Major Repairs may require at least one test hole to be dug in the proposed area for the new drainfield. Check with the inspector to determine if this is required **prior** to submitting a permit application.

   Test pits should be dug in accordance with guidelines described in **“Test Pit Preparation for Onsite Sewage Evaluations.”**

   A test pit may not be necessary if applying for a Minor Repair.

7. **Site plan**:
   - Refer to your Site Evaluation Report, if you have one, as it would show the approved system type and drainfield location.

   - Draw a site plan from actual measurements that shows the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, water lines, drainage areas and other physical features. Make sure you show the location of the **existing** septic tank, treatment unit, and drainfield.

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By: P. Woolverton
8. **Existing System Description Form:**
Fill out the Existing septic system description form, as completely as possible, and to the best of your knowledge.

9. **Expose existing system:**
   If required by the inspector,
   - Uncover the septic tank lid (do not remove the lid)
   - Uncover the distribution box or drop boxes
   - The inspector may require other components to be exposed, if necessary

10. **Detailed construction/ installation plan:** This needs to be completed after the site has been inspected, and it has been determined what construction/ installation will be completed. [Equal Distribution example](#) and [Serial Distribution example](#).

    The person installing the septic system should use a transit or laser level to provide the following measurements: the elevations of the building sewer line, the inlet and outlet of the septic tank, and the distribution box or drop boxes. Also include the number and length of the disposal trenches, and show the replacement/ repair area.

    If your approved system requires a pump, please provide a pump curve (hydraulic profile) for each pump and a cross section of the septic tank.

    If your approved system is a sand filter, please provide a pump curve (hydraulic profile) for each pump, a cross section of the septic tank and sand filter plans, top and side views.

11. **Other information:** Please include your name, township, range, section, and tax account number on all maps and drawings that you submit.

    Mail or hand-deliver the application, fee and attachments to the appropriate DEQ regional office. See the map on the next page to determine your region.

    For more information:
    Please call toll-free in Oregon 1-800-304-3513.
Water Quality Onsite Program, Eastern Region
800 SE Emigrant #330
Pendleton, OR 97801
Phone:  (541) 276-4063
        (800) 304-3513
Fax:  (541) 278-0168

Water Quality Onsite Program, North Western Region
65 N. Hwy 101, Suite 202
Warrenton, OR 97146
Phone:  (503) 861-3280
        (800) 452-4011
Fax:  (541) 861-3259

Water Quality Onsite Program, Western Region (Coos Bay)
381 N. Second St.
Coos Bay, OR 97420
Phone:  (541) 269-2721
        (800) 452-4011
Fax:  (541) 269-7984

Water Quality Onsite Program, Western Region (Medford)
221 Stewart Ave., Suite 110
Medford, OR 97501
Phone:  (541) 776-6010
        (877) 823-3216
Fax:  (541) 776-6262