Alteration Permit Guide for Septic Systems

Alteration Permits

Minor Alteration permits are for changes to an existing system that do not involve the drainfield. Changes in tank location or effluent sewer would be considered a Minor Alteration.

Major Alteration permits are for the expansion, or the change in location, of an existing system that involves the drainfield, treatment unit, or any part thereof.

Click on 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/project area.

3. **Detailed site plan:** Draw a site plan from actual measurements of the existing development. Draw any proposed changes and show the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, water lines, drainage areas and other physical features. Be sure to show the location of the septic tank, distribution box or drop boxes, drainfield and any other components, and the test pit(s).

4. **Tax lot map:** This map may be obtained at the local county assessor’s office or planning department. Tax lot maps may also be obtained online at [http://www.ormap.net/](http://www.ormap.net/)

5. **Land use compatibility statement:** This must be approved and signed by your county and/or city planning department.

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

7. **Existing septic system description form:** Fill out the Existing septic system description form, as completely as possible, and to the best of your knowledge.

8. **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 (do not remove lids).
   - The inspector may require other components to be exposed, if necessary

9. **Test pit:** Major Alterations 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 Alteration.

10. **Detailed construction/installation plan:** This needs to be completed after the site is inspected, and it has been determined what construction/installation will be completed. Equal and serial distribution examples.

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

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