Construction/ Installation Permit Guide for Septic Systems

A Construction/Installation permit is required before installing a septic system. Apply for a Construction/Installation permit after your Site Evaluation has been approved.

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/ project 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. **Statement of site status:** To be signed by the property owner or applicant, certifying there have been no changes at the site since the original site evaluation was performed by the DEQ.

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. **Construction/ Installation plan:**
   - Refer to your Site Evaluation Report, as it shows the approved drainfield location, the approved area as described in your site evaluation report, and other construction details.
   - 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 septic tank, distribution box or drop boxes, disposal lines and drainfield.
   - 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, and current sieve analyses.
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8. Please submit a **completed service contract** with a certified Maintenance Provider with your Construction/ Installation permit application for the following types of septic systems: sand filter, pressurized distribution, alternative treatment technology, or re-circulating gravel filter.

9. **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