

# Authorization Notice Guide for Septic Systems



State of Oregon  
Department of  
Environmental  
Quality

Click on blue text to access forms and example documents.

## **An Authorization Notice is generally required when:**

Connecting, or re-connecting, to any existing septic system.

Replacing one residence (mobile, manufactured or modular home, recreational vehicle, stick-built home) with another structure.

Note: an Authorization Notice is not necessary when replacing a mobile home or RV with a similar mobile home or RV located within a lawful mobile home or RV park.

Rebuilding, or replacing, any structure. This includes structures destroyed by fire or other natural disaster.

Adding bedrooms, or additional apartment facilities, to an existing dwelling. *Sometimes*, an Authorization Notice is not needed when making additions to a home. Check with an onsite agent to find out if you will need an Authorization Notice for your proposed additions.

**Personal Hardship:** Connecting an additional dwelling to an existing system. This allows temporary housing, for a family member suffering from personal hardship or for an individual providing care for such person, for up to four years.

Personal hardship may be authorized for up to four years, and may be granted for additional extensions. Temporary placement may be authorized for a family member in need for up to 2 years maximum, no extension allowed. Approval by your local, county and/ or city planning department is required.

Any proposed change in use results in an increase to either sewage flow or waste strength.

Some of the above situations may require changes to the septic system. You will be advised on how to proceed if, based on your application, it is determined that you will have to change your septic system.

An Authorization Notice is usually not needed if you are adding more square footage, garages etc. and not increasing the number of bedrooms. However, a local building or planning department may require you to obtain a DEQ land use review.

## **Items required to process your application:**

1. **Application form and fee:** Please make sure your [application](#) is complete. Incomplete applications will be returned.
2. **[Vicinity/ Locator map](#):** Please provide your address or specific GPS coordinates and a link to the Google map. On large parcels or in remote areas where the site is difficult to find, please upload to your application record a drawing that shows how to find your site and provide flagging at the entrance to your property.
3. **[Detailed Site Plan](#):** Draw and upload a site plan from actual measurements of the existing septic tank and disposal field (leach field). Draw and upload any proposed improvements or changes, for example new bedroom additions or mobile home placement etc. In addition, show the location of all existing and proposed buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, drainage areas and other physical features.
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](#).
5. **[Notice Authorizing Representative form](#):** Required if someone other than the property owner is submitting the application.
6. **[Land Use Compatibility Statement or County planning approval](#):** This must be signed by your county and/or city planning department.

## **Onsite Program**

165 E. Seventh Ave.  
Suite 100  
Eugene, OR 97401  
Phone: 541-687-7338  
800-844-8467  
Fax: 541-686-7551  
Contact: Randy Trox  
[www.oregon.gov/DEQ](http://www.oregon.gov/DEQ)

DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.

7. **Existing Septic System Description:**

Fill out the Existing Septic System Description form, as completely as possible, and to the best of your knowledge.

Site preparation: Call DEQ before uncovering any portion of your system, if your system was installed under a permit, and a Certificate of Satisfactory Completion was issued. Otherwise, uncover the septic tank lids (do not remove the lids), the inlet and outlet connections to the tank, and the distribution box or drop boxes. Stake the ends of the disposal trenches.

Be careful not to damage any system components when digging. We suggest the use of a metal or fiberglass rod for locating the tank and boxes before digging.

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

8. **Apply online**. You can also mail or hand-deliver the [application](#), fee and attachments to the appropriate DEQ regional office.

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

**Alternative formats**