

# Construction/Installation Permit Guide for Septic Systems



State of Oregon  
Department of  
Environmental  
Quality

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

Click on blue links below 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](#): 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. A tax lot map obtained from the local county assessor's or planning department. Tax Lot maps are [online](#).
4. [Statement of Site Status](#): To be signed by the property owner or applicant, certifying there have been no changes at the site since DEQ performed the original site evaluation.
5. [Land Use Compatibility Statement or County planning approval](#): 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. [Detailed Construction/ Installation Plan - Equal Distribution](#):  
[Detailed Construction/ Installation Plan - Serial Distribution](#):
  - Your Site Evaluation Report 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 upload or 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 upload or 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.
8. 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 on all maps and drawings that you submit.

10. Apply online. You can also mail or hand-deliver the application, fee and attachments to the appropriate DEQ regional office.

### **Accessibility**

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).