

Fact Sheet

Installation Permit Procedures & Criteria for New Septic Systems

Where is a Septic System needed?

In areas where no sewer service is available, an On-site Sewage Treatment and Disposal System, also known as a septic system, is needed to treat and properly dispose of sewage, which includes gray water.

Why are permits required?

The permitting process is to ensure that septic systems are sited and constructed so that human health and the environment are protected.

What permit do I need?

A *Construction-Installation Permit* is usually what is needed to install a septic system for a single-family dwelling or a system that has projected sewage flow less than 2,500 gallons per day. This permit is valid for 1 year, and for an additional fee it may be renewed or reinstated if it takes longer to complete construction and installation.

If you have questions about permits for larger or more complex systems, contact the Bend DEQ office at (541) 386-6146.

What are the permit fees?

The type of system and the amount of proposed sewage flow determines the permit fees. To obtain specific fee information for a particular application please call the North Central Public Health District.

Permit Process

Step 1: To prevent a delay, fully complete the application, including the owner's or legally authorized representative's signature, and submit it along with the required fees. At a minimum the following documents must be attached:

- a) A copy of the Site Evaluation Report
- b) A Land Use Compatibility Statement signed by the Planning authority for your area.
- c) A vicinity locator/map
- d) A detailed Site Development Plan and directions to the property.
- e) Detailed plans and specifications for the installation of the system. For Construction Installation permitted systems, the property owner or a DEQ licensed installer must draw the plans

Step 2: A Construction Installation Permit will be issued within 20 days of receiving a completed application. Once you have the permit in hand, you may proceed with the installation of the

septic system prescribed in the permit. Any changes must receive approval.

Note: A septic system must be installed and constructed by the owner or a DEQ-licensed installer using DEQ approved materials and equipment that meet minimum standards. All equipment must be installed and operated according to the manufacturer's specifications. Contact the Health District if you have questions about installers or approved materials and equipment.

Step 3: A "pre-cover" inspection (before it is covered with soil) of the installation is required unless waived by the Health District. Some complex systems such as sand-filter systems, require inspections at various stages of construction and these inspection requirements are specified in the permit.

To initiate the pre-cover inspection the installer must complete the As-Built Drawing and Materials List form and submit it to the Health District. The installer certifying that it was installed according to DEQ specifications must sign this form. Within seven (7) days of receipt of this completed form, the Health District will either waive or conduct the inspection.

After completion of a satisfactory inspection you may cover the installation. The Health District will send a Certificate of Satisfactory Completion to you in the mail. You may then use the septic system.

For more information contact North Central Public Health District at (541) 506-2603.



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