

Yamhill County

DEPARTMENT OF PLANNING AND DEVELOPMENT

525 NE 4TH STREET • McMINNVILLE, OREGON 97128

Phone: 503-434-7516 • Fax: 503-434-7544 • TTY: 800-735-2900 • Internet Address: <http://www.co.yamhill.or.us/planning>

Alteration Permit Guide

Items needed to process your application:

1. **Completed Application Form and Fees:** Incomplete Applications will be returned.

When replacing a drain field, complete items 1 thru 6.

When replacing only a tank, complete items 1 thru 4.

2. **Signed Authorization for Agents to apply for permits, signed by owner.**

3. **Land Use Compatibility Statement:** Must be signed by the Yamhill County Planning Department.

4. **A Detailed Site Plan:**

Draw a site plan to scale or show all distances from actual measurements that shows the location of all existing buildings, roads, driveways, property lines, easements, water sources, surface water bodies and other physical features. Show all new proposed construction. Show the location of the existing septic tank, distribution box or drop boxes, and disposal lines. Show the proposed location of any new septic components to be installed.

5. **Locate the Existing system:**

Uncover the septic tank lid (do not remove the lid) and stake the location of either the distribution box or drop boxes and the ends of the disposal field lines. If you know tank replacement is necessary, do not pump the tank until the new tank allows the old tank to be properly abandoned (pumped and backfilled with sand, gravel, or other approved material or complete removal to an approved disposal site).

6.* **Test Holes:**

If replacing or adding to existing drain lines, dig two test holds, 5' deep, 3' wide and 4' long in the general area of the probable system replacement (75' apart if possible and **please provide access steps or a sloped entrance**). Test holes may not be closer than 100 feet to wells, springs, or surface water bodies (high water mark). If the 100 foot setback cannot be met, contact the sanitarian to discuss test hole placement. Do not dig test holes until snow melts.

Return the application, fee, and attachments to the address listed above.

Call the Yamhill County Department of Planning and Development if you have any questions (503-434-7516).

Applications must have all required paperwork filled out and signed at time of submittal.

**Yamhill County Department of Planning & Development
ON-SITE SEWAGE DISPOSAL FEES -- JULY 1, 2022**

| DESCRIPTION | Fee | Agency | Surcharge | Total |
|--|-------|--------|-----------|----------|
| NEW SITE EVALUATIONS: | | | | |
| RESIDENTIAL | | | | |
| Site Evaluation - 1st lot | 712 | | \$ 100 | \$ 812 |
| Site Evaluation - each additional | 712 | | \$ 100 | \$ 812 |
| COMMERCIAL FACILITY SYSTEMS | | | | |
| For 1st 1,000 gallons projected daily sewage flow | 712 | | \$ 100 | \$ 812 |
| For each 500 gallon or part thereof above 1,000 gallons | 173 | | | \$ 173 |
| CONSTRUCTION-INSTALLATION PERMITS: | | | | |
| Standard On-Site System | 793 | \$ 50 | \$ 100 | \$ 943 |
| ALTERNATIVE SYSTEMS | | | | |
| Alternative Treatment Technologies (ATT) | 1,112 | \$ 50 | \$ 100 | \$1,262 |
| Capping Fill | 1,189 | \$ 50 | \$ 100 | \$1,339 |
| Disposal Trenches in Saprolite | 793 | \$ 50 | \$ 100 | \$943 |
| Holding Tanks | 881 | \$ 50 | \$ 100 | \$1,031 |
| Pressure Distribution | 1,123 | \$ 50 | \$ 100 | \$1,273 |
| Recirculating Gravel Filters | 1,468 | \$ 50 | \$ 100 | \$1,618 |
| Sand Filter | 1,468 | \$ 50 | \$ 100 | \$1,618 |
| Steep Slope System | 793 | \$ 50 | \$ 100 | \$ 943 |
| Tile Dewatering | 1,068 | \$ 50 | \$ 100 | \$ 1,218 |
| All Pumps & Siphons | 65 | | | \$ 65 |
| SYSTEMS GREATER THAN 1,000 GPD BUT LESS THAN 2,500 GPD | | | | |
| For each 500 gallon or part thereof above 1,000 gpd, maximum of 2,500 gpd (Note: this fee is in addition to the construction installation permit) | 101 | | | \$ 101 |
| ALTERATIONS | | | | |
| Major (drainfield or tank and drainfield) | 793 | \$ 50 | \$ 100 | \$ 943 |
| Minor (tank and/or tight-line only – plumbing permit may be required) | 300 | \$ 50 | \$ 100 | \$ 450 |
| PERMIT RENEWAL, REINSTATEMENT OR TRANSFER | | | | |
| Field visit required | 531 | \$ 50 | \$ 100 | \$ 681 |
| Field visit not required | 140 | \$ 50 | \$ 100 | \$ 290 |
| REPAIR PERMIT: | | | | |
| Major (drainfield or tank and drainfield) | 425 | \$ 50 | \$ 100 | \$ 575 |
| Minor (tank and/or tight-line only - plumbing permit may be required) | 222 | \$ 50 | \$ 100 | \$ 372 |
| PLAN REVIEW FEE: (Commercial Only) | | | | |
| 1st 1,000 gallons | 365 | | | \$ 365 |
| Over 1,000 gallon - Projected flow for each 500 gallon or part thereof | 61 | | | \$ 61 |
| AUTHORIZATION: | | | | |
| If field visit is required | 492 | \$ 50 | \$ 100 | \$ 642 |
| If field visit is not required | 137 | \$ 50 | \$ 100 | \$ 287 |
| New Temporary Hardship | 274 | \$ 50 | \$ 100 | \$ 424 |
| Renewal of Temporary Hardship (tank must be pumped every 4 years) | 152 | \$ 50 | \$ 100 | \$ 302 |
| EXISTING SYSTEM: | | | | |
| Evaluation | 404 | | \$ 100 | \$ 504 |
| ANNUAL EVALUATIONS | | | | |
| INSPECTIONS | | | | |
| Alternative Systems (ATT, sandfilters, recirculating gravel filters) | 541 | | | \$ 541 |
| Holding Tanks | 152 | | | \$ 152 |
| REPORTS | | | | |
| Alternative Systems (ATT, sandfilters, recirculating gravel filters) | 78 | | | \$ 78 |
| Holding Tanks | 41 | | | \$ 41 |
| SEWAGE DISPOSAL SERVICE: | | | | |
| Pump Truck Inspection - 1st | 188 | | | \$188 |
| Pump Truck Inspection - each additional | 95 | | | \$ 95 |
| OTHER FEES | | | | |
| DEQ Surcharge | | | | \$ 100 |
| Reinspection Fee – permits | 217 | | | \$ 217 |
| Agency Sign Off | | 50 | | \$ 50 |

Test Pit Preparation for Onsite Sewage Evaluations

When do you need a "Test Pit?"

When you apply for a permit to construct an onsite sewage disposal system, a DEQ or County inspector will have to visit the proposed construction site. A *test pit* allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation."

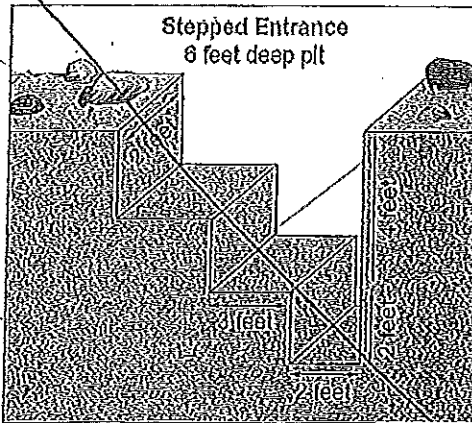
Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and shall not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

6-Foot test pits

At the *request of the inspector*, test pits may need to be excavated to a depth of 6 feet as shown in the figure below:



The entrance to a 6-foot test pit may be sloped or stepped as soil conditions warrant.

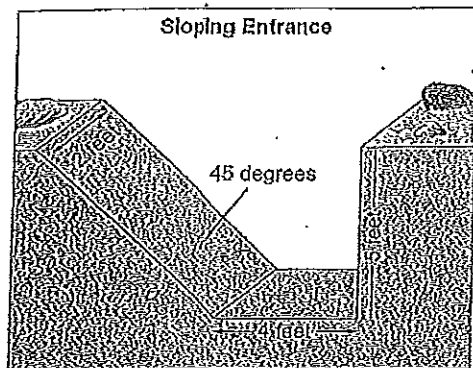


State of Oregon
Department of
Environmental
Quality

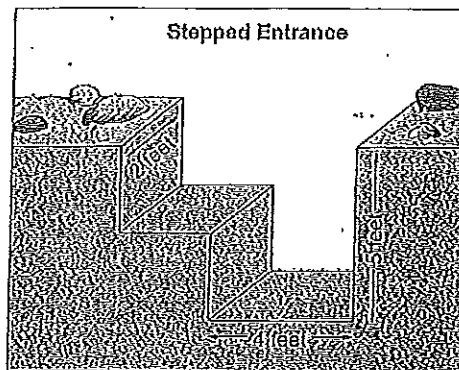
Water Quality
Onsite Program
811 SW 6th Avenue
Portland, OR 97204
Phone: (503) 229-5696
(800) 452-4011
Fax: (503) 229-5850
www.deq.state.or.us

Providing Access to the Standard Test Pits:

For easy access, one end of the test pit shall be either:



Sloped at approximately 45 degrees or less if the soils are dry or loose.



Stepped when soils are wet.

All spoils need to be a minimum of 2 feet from the pit edge.

Learn more about Oregon's Onsite Sewage Treatment and Disposal Program and locate a local onsite representative. Contact DEQ or visit DEQ's Onsite web page at:

<http://www.deq.state.or.us/wq/onsite/onsite.htm>

Last Updated: 10-29-02
By: Bobbi Koch

Yamhill County

DEPARTMENT OF PLANNING AND DEVELOPMENT
525 NE 4TH STREET · McMinnville, Oregon 97128
Phone: (503) 434-7516 · Fax (503) 434-7544 · TTY: (800) 735-2900
· Internet Address: <http://www.co.yamhill.or.us/plan/>

Plot Plan Check List

- North Arrow
- Test Pit locations
- Wells, for the parcel the system is going as well as neighbors wells.
- Water sources, creeks, springs, rivers, seasonal drainages,
- House location
- Septic tank location
- Property lines
- Roads and driveways
- Drainlines, length of each line and distance from one line to the next.
- Drop boxes or distribution box
- Ground water interceptors and setbacks to drainlines (length of line and length of setback)
- Length of effluent line from tank to box
- Length of sewerline from house to tank.

Submitted by _____ Date _____

Reviewed by _____ Date _____

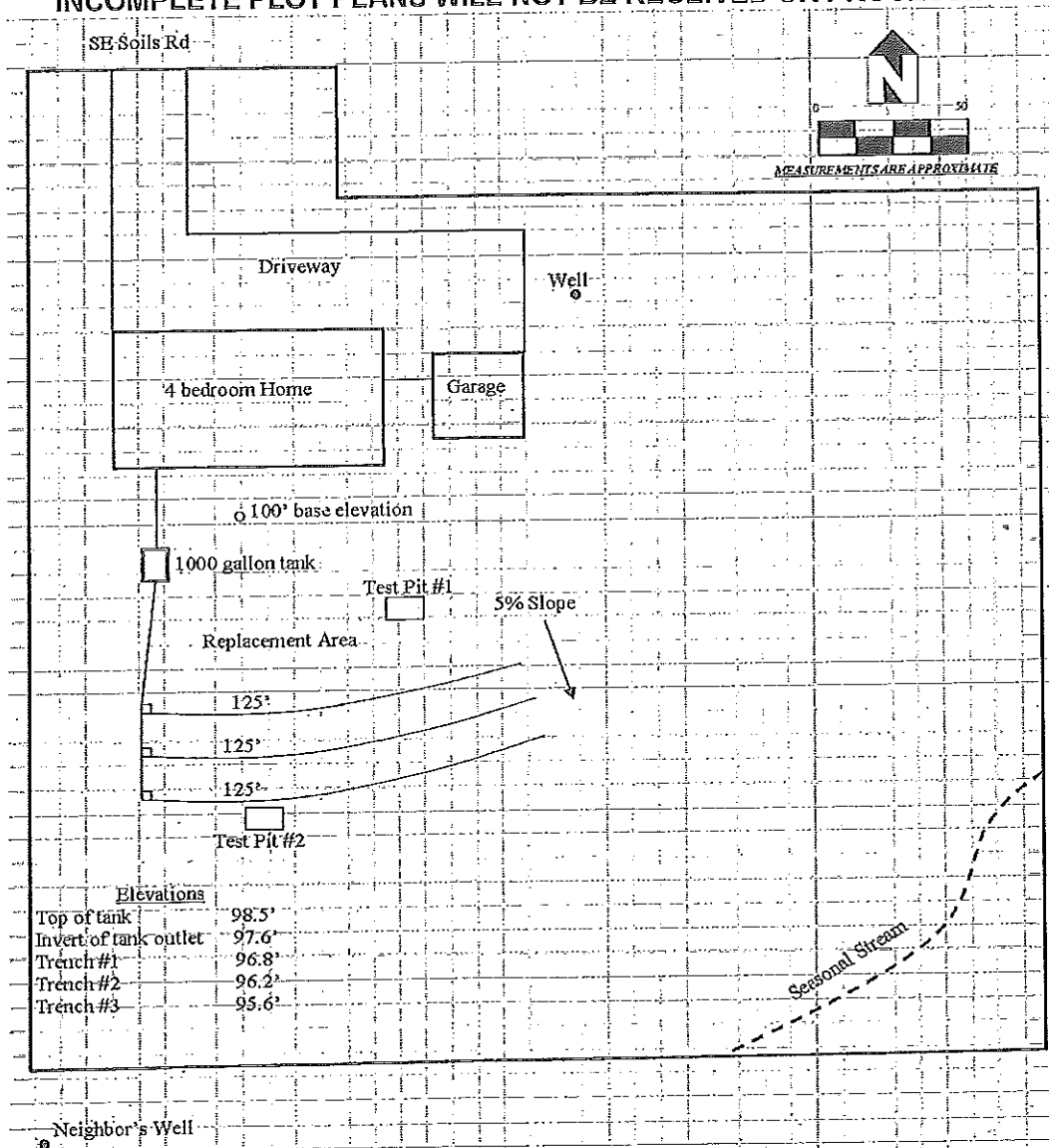
SEPTIC INSTALLATION PLOT PLAN REQUIREMENTS

As part of your application for a septic permit, you must submit a plot plan of your proposed septic installation. This plan must show all of the items listed below. You may use the reverse side of this form for your plan.

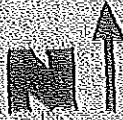
ITEMS THAT MUST BE ON THE PLOT PLAN:

1. Applicant's name and property address.
2. Legal description of the property (Township, Range, Section and Tax Lot).
3. Location of the approved test pits.
4. North Arrow and Scale.
5. Driveway (existing or proposed) location.
6. All relevant structures (existing or proposed) including dwellings and outbuildings.
7. Location of property lines and/or easement boundaries
8. Location of all creeks, streams, rivers, lakes, ponds, springs, or other drainage ways (if applicable)
9. Location of any existing or proposed wells within 200' of the septic system.
10. Location of the existing and/or proposed septic tank, sand filter, ATT, drainfield, and drainfield replacement area (as applicable).
11. Length of each drainline.
12. Approximate ground slope percent and direction.
13. Relative elevations for septic tank top, invert of septic tank outlet, top of ATT or Sand Filter (if applicable), elevation of the header pipe Invert of each drain line, and any applicable components.
14. If your system includes a pump, provide pump calculations, pump curve, and a cross section of the dosing tank with float settings

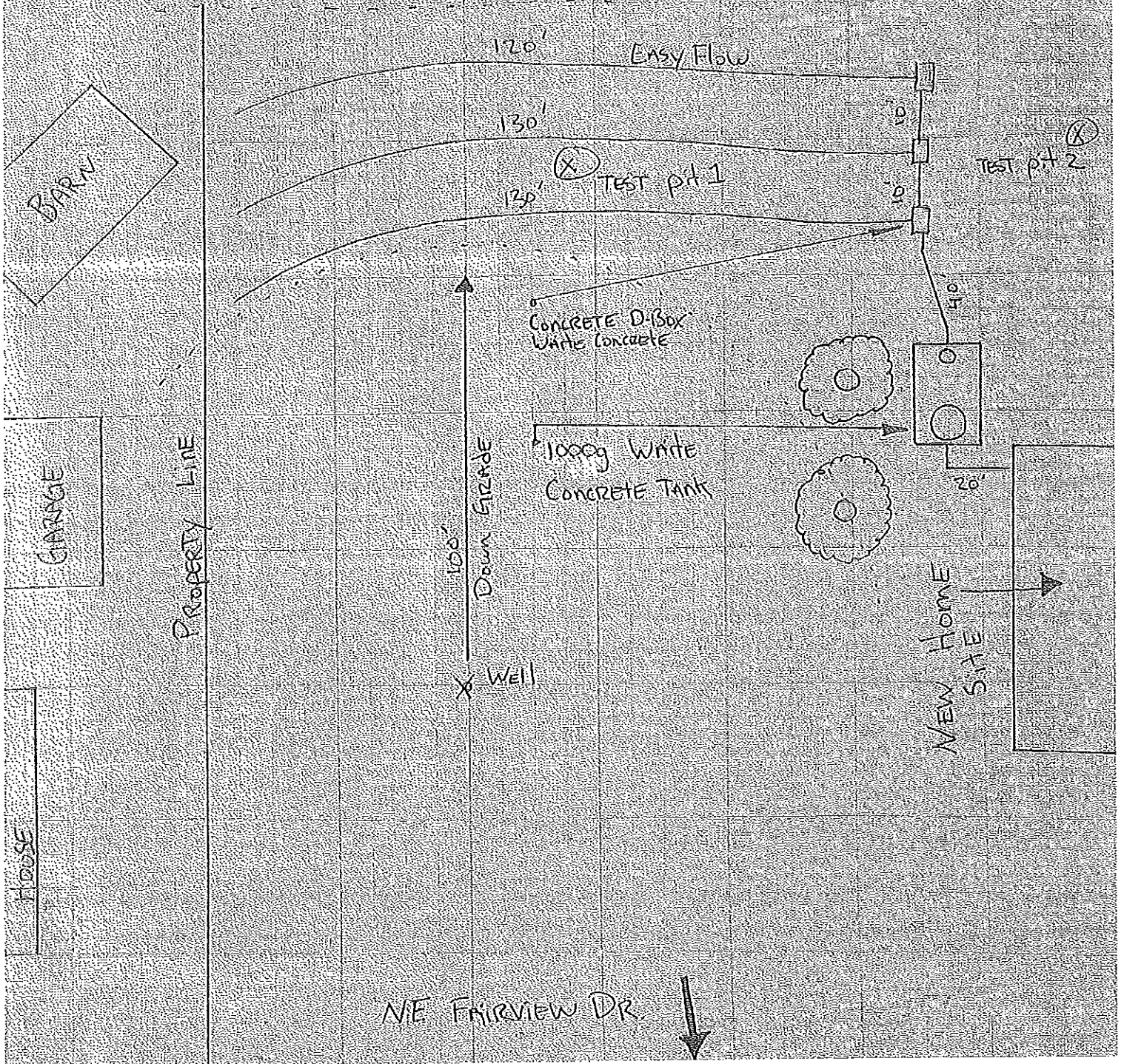
INCOMPLETE PLOT PLANS WILL NOT BE RECEIVED OR PROCESSED.



Example



20-25% GRADE ↑



Licensed Septic System Installers

A-Affordable Septic Service, LLC
Canby, OR 97013
Phone: (503) 682-1929
License # 36391

On-Site Septic and Exc. LLC
Salem, OR. 97304
Phone: (503) 362-7000
License# 36786

Toney Excavation & Building
Dayton, OR 97114
Phone: (971) 237-4575
License# 37067

Keller Excavating, LLC
Amity, OR. 97101
Phone: (503) 550-0511
License# 38448

CAC Excavation, Inc.
Dayton, OR 97114
Phone: (503) 550-3609
License# 39050

American on Site
Newberg, OR. 97132
Phone: (503) 538-8808
License# 38346

Barnett Builders
Yamhill, OR. 97148
Phone: (503) 357-4645
License# 39435

Precision Earthworks LLC
Hillsboro, OR. 97123
Phone: (503) 509-8926
License# 38937

Dirt Guys Excavating
Dayton, OR 97114
Phone: (503) 997-8412
License# 39130

Bowers Land Works LLC
Willamina, OR. 97369
Phone: (971) 312-3642
License# 39068

Terry Vandergrift
Amity, OR. 97101
Phone: (503) 435-7717
License# 36856

**Speedy Septic &
Rooter Service**
Boring, OR. 97009
Phone: (503) 663-1923
License# 38756

Cameron Excavating
Salem, OR 97304
Phone: (503) 480-6595
License# 39091

John Kroo Construction Inc.
Newberg, OR. 97132
Phone: (503) 701-0794
Fax: (503) 538-5301
License# 38688

Bell Construction Inc.
Forest Grove, OR. 97116
Phone: (503) 502-1208
License# 37631

Pihl Excavation
Banks, OR. 97106
Phone: (503) 324-6210
License# 37958

Parker Concrete Inc.
Phone: (503) 992-0400
Fax: (503) 992-0412
License# 38885

Cary Laughlin
Sheridan, OR. 97378
Phone: (503) 550-1923
License# 38683

David H. Schroeder
McMinnville, OR. 97128
Phone: (503) 804-6896
License# 39055

DLG Construction Inc.
Canby, OR. 97013
Phone: (503) 266-7300
License# 37659

Lil' Stinky Environmental Service
Oregon City, OR. 97045
Phone: (503) 829-8458
License# 38231

Turley Excavating
Dayton, OR. 97114
Phone: (503) 864-3505
License# 38954

Mitchell Excavating, LLC
P.O. Box 52
Carlton, OR. 97111
Phone: (503) 662-5161
License# 38693

Precision Excavating
Salem, OR. 97304
Phone: (503) 868-7388
License# 35341

Garber Excavating Inc.
Dallas, OR. 97338
Phone: (503) 623-0217
License# 38525

Ole Bergman Excavating
Dallas, OR 97338
Phone: (503) 931-8053
License# 38311

Hillis Construction LLC
McMinnville, OR 97128
Phone: (503) 877-0460
License# 38941

Honest Drain Solutions
Oregon City, OR 97045
Phone: (503) 266-6633
License# 39093

King and Sons Excavating
Yamhill, OR 97148
Phone: (503) 720-0711
License# 39112

Lawson Corp.
Carlton, OR 97111
Phone: (503) 852-0035
License# 39064

Darren Risseeuw Trucking
Sheridan, OR 97378
Phone: (971) 237-7790
License# 39299

Chrz General Contracting LLC
Sherwood, OR 97140
Phone: (503) 341-4327
CCB# 214817
License# 39147

Warrior Construction
Amity, OR 97101
Phone: (971) 241-1934
License# 39183

Maintaining septic systems

DON'T flush material that will not easily decompose, such as hair, diapers, cigarette butts, matches, or feminine hygiene products.

DON'T wash or flush medicines or hazardous chemicals like paint, paint thinner and bleach into the system. They kill the bacteria needed to decompose wastes in the septic tank and drain field.

DON'T drive over the septic tank or drain lines.

DON'T plant anything over or near the drain field except grass. Roots from nearby trees or shrubs may clog and damage drain lines.

DON'T dig in your drain field or build anything over it.

DON'T cover the drain field with a hard surface such as concrete or asphalt.

DON'T make or allow repairs to your septic system without obtaining the required permit. Use professionally licensed septic contractors when needed.

DON'T use septic tank additives. These products usually do not help and some may even be harmful to your system.

DON'T allow backwash from home water softeners to enter the septic system.

DON'T enter your tank, any work to the tank should be done from outside. Gases that can be generated in the tank and/or oxygen depletion can be fatal.

DO conserve water to avoid overloading the system.

DO use substitutes for household hazardous waste.

DO learn the location of your septic tank and drain field. Keep a sketch of it handy with your maintenance record for service visits.

DO cover the drain field with a grass cover to prevent erosion and remove excess water.

DO keep your septic tank cover accessible for inspections and pumpings. Install risers if necessary.

DO keep a detailed record of repairs, pumpings, inspections, permits issued, and other maintenance activities.

DO divert other sources of water, like roof drains, house footing drains, and sump pumps, away from the septic system. Excessive water keeps the soil in the drain field from naturally cleansing the wastewater.

DO have your septic tank pumped out regularly by a DEQ licensed contractor.

DO call a professional whenever you experience problems with your system, or if there are any signs of system failure.