

Installation Permit Procedures & Criteria for New Septic Systems



Department of Planning and Development

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Visit DEQ's Web Page at:

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

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 a 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 Yamhill County Dept. of Planning & Development office or the Salem DEQ office.

What are the permit fees?

The permit fees are determined by the type of system and the amount of proposed sewage flow. The fee schedule can be obtained from the Yamhill County Dept. of Planning & Development office. To obtain specific fee information for a particular application, please call the Yamhill County Dept. of Planning & Development office.

Permit criteria

You must have a favorable *Site Evaluation Report* in order to apply for the permit. A permit application packet can be obtained from the Yamhill County Dept. of Planning & Development office.

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 copy of the Site Evaluation Report.
- A *Land Use Compatibility Statement* signed by Yamhill County Department of Planning

and Development. Their address is 525 NE 4th Street, McMinnville, Oregon 97128.

- A vicinity/locator map.
- A detailed *Site Development Plan* and directions to the property.
- Detailed plans and specifications for the installation of the system. For Construction-Installation permitted systems, the plans must be drawn by the property owner or a DEQ-licensed installer.

Step 2: 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 Yamhill County 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 Yamhill County Dept. of Planning & Development office 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 Yamhill County. Some complex systems, such as sandfilter 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* (included in the permit packet) and submit it to Yamhill County. This form must be signed by the installer certifying that it was installed according to DEQ specifications. Within seven (7) days of receipt of this completed form, Yamhill County will either waive or conduct the inspection.

After completion of a satisfactory inspection, you may cover the installation. Yamhill County will leave a "*Certificate of Satisfactory Completion*" at the job site if all of the conditions of the permit have been met. You may then use the septic system.

For more information

Contact the Yamhill County Dept. of Planning & Development office at (503) 434-7516, or visit the DEQ On-site website.