



**POLK COUNTY COMMUNITY DEVELOPMENT
ENVIRONMENTAL HEALTH**

850 MAIN STREET, DALLAS, OR 97338
PHONE: (503) 623-9237 FAX: (503) 623-6009
INSPECTION LINE: (503) 623-8771

For Office Use Only		ID #:	_____
Date:	_____	Received by:	_____
Receipt No.:	_____		
Septic Fee Deposit:	_____		
Additional Fee Due:	_____		
Total Fee:	_____		
Add. Pmt. Info.:	_____		
	Date	Receipt No.	

SEPTIC CONSTRUCTION / RENEWAL PERMIT APPLICATION

Property Owner's Name _____ Phone _____

Mailing Address _____
City State Zip

Applicant's Name _____ Phone _____

Mailing Address _____
City State Zip

Site Address and/or Directions _____

Existing Adjacent

Township _____ Range _____ Section _____ Taxlot _____ Acres _____ Zone _____

Single Family Dwelling: Current Number of Bedrooms _____ Proposed Number of Bedrooms _____

Other: Current Use _____ Proposed Use _____

If there are employees, list the total number of employees: _____

Water Supply: Well Community/Public Water System Other: _____

TYPE OF SYSTEM (see Site Evaluation Report):

<input type="checkbox"/> Standard	<input type="checkbox"/> Steep Slope	<input type="checkbox"/> Seepage Trench	<input type="checkbox"/> Pump (to drainfield)	<input type="checkbox"/> Permit Renewal/Transfer
<input type="checkbox"/> Standard w/ pump	<input type="checkbox"/> Pressurized	<input type="checkbox"/> Sapolite	<input type="checkbox"/> Commercial Permit	<input type="checkbox"/> Holding Tank (Commercial)
<input type="checkbox"/> Capping Fill	<input type="checkbox"/> Sand Filter	<input type="checkbox"/> Alternative Treatment Technology (ATT's)		

Date Completed: The following items are required in order to process your application.

- _____ Detailed septic construction plot plan – use plot plan checklist.
- _____ Approved site evaluation showing approved drainfield location.
- _____ A "material list" to insure DEQ approved materials/equipment are used. Self installers (property owners) must submit this list with the detailed construction/installation plan for review prior to construction.
- _____ A favorable Land Use Compatibility Statement (completed by Planning staff).

Note: After all of the above items have been completed, permit will be issued within 20 days.

Construction season is during the late Spring, Summer and Fall months. Winter installations are restricted to coarse textured soils to ensure that the system will function satisfactorily.

Pre-cover inspections ensure compliance with permit specifications. Inspections are done as soon as possible but allow one week from the time of request. Do not request an inspection until:

- 1) The installation is ready to be covered.
- 2) A septic tank "water tightness test" has been done.
- 3) An "As-Built" record is complete.

Certificate of Satisfaction Completion will be mailed to the owner after any corrections have been made, certified and we have received the completed original "As-Built" record.

Permit Renewal, Reinstatement, or Transfer: A permit is effective for one year from the date of issuance. An applicant can submit a completed application for permit renewal before the permit expiration date or for reinstatement within one year after the permit expiration date. Transfers must be filed before the permit expiration date.

SEWAGE DISPOSAL SYSTEMS MUST BE INSTALLED EITHER BY A DEQ LICENSED INSTALLER OR BY THE PROPERTY OWNER. ALL EQUIPMENT MUST BE INSTALLED AND OPERATED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.

I understand that this application and site must be prepared according to instruction before action can be taken on this application. By my signature, I certify that the information I have furnished is correct, and hereby grant the Department of Environmental Quality and its authorized agent, Polk County Environmental Health Division, permission to enter onto the above described property for the purpose of this application.

Signature _____ Date _____

Owner Licensed Installer Authorized Representative Date Authorization Handed Out _____