



**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 REPAIR OR ALTERATION 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: \_\_\_\_\_

**REPAIR:**  Minor  Major **ALTERATION:**  Minor  Major  Pump (to drainfield) Required

Date Completed: \_\_\_\_\_

**Items required to process your application:**

\_\_\_\_\_ Preliminary site plan – use plot plan checklist. Note: A detailed construction/installation plan will be required prior to permit issuance after the test holes have been evaluated.

\_\_\_\_\_ Test holes: Major Repair/Major Alteration require at least one test hole 2' wide and 5' deep, stepped or gradually sloped. **Site Ready for Inspection?**  Yes  No **When** \_\_\_\_\_

\_\_\_\_\_ 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. After permit issuance do not request an inspection until the installation is ready to be covered, certification of tank abandonment completed (if applicable), "As-Built" drawing completed (final schematic drawing of system with dimensions), septic tank "water tightness test" completed (24 hour water leak test).

**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.

*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 \_\_\_\_\_