



**MARION COUNTY PUBLIC WORKS  
BUILDING INSPECTION DIVISION  
555 Court St. NE Room 2260 / PO Box 14500  
Salem OR 97309-5036  
(503) 588-5147 Fax (503) 588-7948  
<http://publicworks.co.marion.or.us/building/>**

## **SEPTIC RECORD REVIEW APPLICATION INSTRUCTIONS**

**Septic Record Review is required to review an existing septic system in conjunction with a proposed accessory structure, exterior addition (without bedrooms), partitioning or property line adjustment.**

### **ITEMS NEEDED TO PROCESS YOUR APPLICATION:**

**1. Completed Application Form and Fee:**

Oregon Administrative Rule (OAR) 340-071-0160 does not allow Marion County to accept incomplete applications. Please return the completed application form, with the appropriate fee and attachments:

\* Indicate the proposed use of the system, number of bedrooms, employees, etc.

**2. A Detailed Site Plan:**

Instructions are listed on the backside of site plan form.

**3. Record Review Certification Form:**

Required to certify that applicant has verified the location the septic system.

**Return the completed application form, fee and attachments to:  
Marion County Building Inspection Division at the address listed above**