

MARION COUNTY PUBLIC WORKS
BUILDING INSPECTION DIVISION
5155 Silverton Rd NE
Salem OR 97305
(503) 588-5147 Fax (503) 588-7948
<http://publicworks.co.marion.or.us/building>

SEPTIC CONSTRUCTION-INSTALLATION PERMIT **APPLICATION INSTRUCTIONS**

Refer to your Site Evaluation report for the approved disposal field locations, the type of approved system, and other construction details. The proposed development plan submitted with your application will be evaluated based on the original site approval specifications for compatibility and compliance.

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:

The **owner must sign the application form or owner's authorized representative**. "*Authorized Representative*" means a person with written authorization to act as another person's delegate. If needed, an **Authorization to Apply** form is attached for your convenience.

* 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. Include construction details: size and type of tank(s), distribution or drop boxes, effluent pump—alarm & float details, length of lines, existing drain lines and tanks, etc.

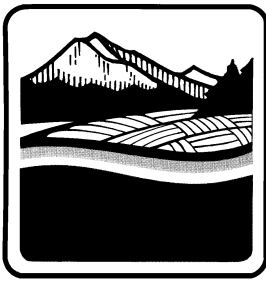
3. Land Use Compatibility Statement (LUCS):

Required when a property is located inside the city limits, or urban growth boundary of a city. Instructions are provided with the LUCS form.

4. Stakeout of Proposed Septic System

If required as a condition of the Site Evaluation, or requested by the Onsite Wastewater Specialist. A stakeout is used to show that the proposed septic system will fit on the property while meeting all DEQ-required setbacks. If the system does not fit, other options may be considered such as a different type of septic system or obtaining an easement to place the system or a portion of it on an adjacent property.

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



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NOTICE AUTHORIZING REPRESENTATIVE

I, _____, have authorized
 (Property Owner / Print Name)

_____ to act as my agent in performing the
 (Authorized Representative / Print Name)

activities necessary to obtain site evaluations, permits, and other onsite wastewater treatment program services provided by the Department of Environmental Quality or County Agent on the property described below in accordance with OAR chapter 340, division 071.

PROPERTY IDENTIFICATION:

_____ Property Situs or Street Address

And described in the records of MARION County as:

Legal Description _____ Tax Lot #(s) _____

PROPERTY OWNER:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip _____ Fax: _____

E-mail Address _____

AUTHORIZED REPRESENTATIVE:

Printed Name: _____

Company Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip _____ Fax: _____

E-mail Address _____

DEQ License # _____ CCB # _____