



**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 # _____



Application for Onsite Wastewater Treatment System

Date Stamp:

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A. Property Owner Information

Name

Mailing Address

City, State, and Zip

(Area Code) Phone #

B. Legal Property Description

Property Address

City

State

Zip Code

Parcel #

Tax Lot

Acreage or Lot Size

Directions to Property: _____

C. Existing Facility / Proposed Facility / Water Information

Existing Residential:

Proposed Residential:

Existing Commercial:

Proposed Commercial:

Water Supply:

Number of Bedrooms

Number of Bedrooms

Number of Employees/
Seating

Number of Employees/
Seating

☐ Public _____
Name

☐ Private _____
Well, Spring, Shared

D. Type of Application

- ☐ Site Evaluation
☐ Construction Permit
☐ Repair Permit
 ☐ Major ☐ Minor
☐ Alteration Permit
 ☐ Major ☐ Minor

- ☐ Renewal Permit
☐ Permit Reinstatement
☐ Permit Transfer
☐ Existing System Evaluation
☐ Record Review
☐ Other _____

- ☐ **Authorization Notice for:**
☐ Replacing a Dwelling
☐ The Addition of One or More Bedrooms
☐ Personal Hardship
☐ Temporary Housing
☐ Connecting to an Existing System Never in Use
 (over 5-yrs old)
☐ Other – Please Specify _____

*If the required fee and attachments are not included with this application, it will be returned to you as incomplete.
Post the orange card at the entrance to the property. Flag the test holes.*

By my signature, I certify that the information I have furnished is correct, and hereby grant Marion County, authorized agent of the Department of Environmental Quality, permission to enter onto the above described property for the sole purpose of this application.

Applicant's Name – Please Print Legibly

Applicant's Phone Number

DEQ Lic. # (if applicable)

Applicant's Mailing Address

Email:

Signature

Applicant is the

☐ Owner

Date:

☐ Authorized Representative (form attached)

CCB# (if applicable)

Marion County Onsite Disposal System Fee Schedule

New Fees Beginning July 1st, 2025

New Site Evaluations	Marion County Fee	DEQ Surcharge	Total Fee w/DEQ Surcharge
Single Family Dwelling - First Lot	\$ 912.25	\$ 117.00	\$ 1,029.25
- each add'l lot evaluated during initial visit	\$ 840.50	\$ 117.00	\$ 957.50
Commercial Facility System – First 1,000 Gallons	\$ 963.50	\$ 117.00	\$ 1,080.50
-Each Additional 500 Gallons	\$ 184.50	-	\$ 184.50

Construction Installation Permits	Fee	DEQ Surcharge	Total Fee w/DEQ Surcharge
Standard System, Redundant System, Saprolite, Seepage Pit, Steep Slope	\$ 1,107.00	\$ 117.00	\$ 1,224.00
Alternate Treatment Technologies, Capping Fill, Pressure Distribution, Tile Dewatering	\$ 1,588.75	\$ 117.00	\$ 1,588.75
Sand Filter, Recirculation Gravel Filters	\$ 1,845.00	\$ 117.00	\$ 1,962.00
Gray Water Disposal Sump	\$ 440.75	\$ 117.00	\$ 557.75
Holding Tank	\$ 840.50	\$ 117.00	\$ 957.50
Major Repair	\$ 686.75	\$ 117.00	\$ 803.75
Minor Repair	\$ 348.50	\$ 117.00	\$ 465.50
Major Alteration Permit	\$ 871.25	\$ 117.00	\$ 988.25
Minor Alteration Permit	\$ 481.75	\$ 117.00	\$ 597.75
Permit w/sewage flow > 1000 gallons per day in addition to above, per 500 gallons per day	\$ 112.75	-	\$ 112.75
Pump System - in addition to permit fee	\$ 71.75	-	\$ 71.75
Permit Renewal/Transfer - Field Visit	\$ 512.50	\$ 117.00	\$ 629.50
Permit Renewal/Transfer - No Field Visit	\$ 41.00	\$ 117.00	\$ 158.00
Commercial Plan Review	Fee	DEQ Surcharge	Total Fee w/DEQ Surcharge
Gallon/day = 601 - 1000 Gallons	\$379.25	-	\$ 379.25
Each 500 Gallons per day above 1000	\$71.75	-	\$ 71.75
Other Onsite Activities	Fee	DEQ Surcharge	Total Fee w/DEQ Surcharge
Authorization Notice with Field Visit	\$ 717.50	\$ 117.00	\$ 834.50
Authorization Notice without Field Visit	\$ 225.50	\$ 117.00	\$ 342.50
Pumper Truck Inspection - First Truck	\$ 194.75	-	\$ 194.75
Pumper Truck Inspection - Additional Truck	\$ 102.50	-	\$ 102.50
Existing System Report	\$ 666.25	\$ 117.00	\$ 783.25
Hardship Renewal Inspection with Field Visit	\$ 379.25	\$ 117.00	\$ 496.25
Hardship Renewal without Field Visit	\$ 250.00	\$ 117.00	\$ 367.00
Annual Report Evaluation Fee Holding Tanks/ Alternate Systems	\$ 82.00	-	\$ 82.00
Alternate System Inspection Fee	\$ 533.00	-	\$ 533.00
Hourly Inspection Rate	\$ 82.00	-	\$ 82.00
Reinspection Fee	\$ 82.00	-	\$ 82.00
Compliance Recovery Fee (For work done without permits) when authorized by OAR 340-071-0140 is equal to the application fee.	Varies	-	-
Record Review	\$ 71.25	-	\$ 71.25