SEPTIC PERMIT PROCESS

Marion County Building Inspection

(503) 588-5147 | building@co.marion.or.us

1 — APPLY FOR PERMIT

- Contact Building Inspection to start gathering information about your septic system and to find out what kind of permit is required.
- If your property has historic property lines showing on a tax lot map (such as dotted lines) and your septic will cross those lines, let us know and we'll discuss options with you.
- Apply for an authorization or a repair permit and we'll let you know how to prepare your site for our visit.

2 — SITE VISIT

- Within 1-10 days, Building Inspection will come out to your property and generally be able to determine if the system can be authorized for use as is or if it needs some kind of repair.

3 — DESIGN PROFESSIONAL

- Hire an installer to perform the repair if necessary. Some work may be performed by the property owner.
- The installer will work with you and Building Inspection on the system design, alternatives, materials, cost, and time frame to perform the repair.

4 — ISSUE PERMIT

- Usually within 3-5 days of receiving an approved design, Building Inspection will issue your permit so you or your installer can begin work.

5 — INSTALL SEPTIC

- Building Inspection will work with your installer during the installation and visit your property to inspect the work.
- Be sure you or your installer provides an "as built" plan at the time of final inspection. This will be helpful for future changes or repairs.

Researching records in Accela (Oregon ePermitting):

Log on to Accela at: https://aca-oregon.accela.com/oregon/

1. Hover your mouse over the yellow search button and click on "Building Permits"
2. Under the heading "General Search" change the "Start Date" to find permits over a year old
3. Type in the street number portion of the address in the box with the word "From" in it
4. Type in the street name in the "Street Name" box – DO NOT ADD ANYTHING EXCEPT THE NAME (i.e. Silverton Rd NE is entered as Silverton; Cordon Rd NE is entered as Cordon)
5. Click Search at the bottom of the page – if there are any permits, open or not, they will be listed below the "Search button"
6. Click on the permit number (in blue) to view each permit

There will be several different items to view within each permit.

Researching in Building Inspection Online Records:

1. Go to the Research Online records at: https://apps.co.marion.or.us/bilfsearch/disclaimer.aspx
2. Click on the "Accept" button
3. Type in the address – DO NOT INCLUDE THE STREET TYPE (i.e. 1234 Silverton Rd NE is entered as 1234 Silverton; 555 Court St NE is entered as 555 Court)
4. Click the "Search" button
5. If any documents exist, they will show in a list below the "Search" button
6. Click on the blue "View" button to open each document

Feel free to call us at (503) 588-5147 or email us at building@co.marion.or.us if you have any questions