



MARION COUNTY PUBLIC WORKS
BUILDING INSPECTION DIVISION
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SAND FILTER CONSTRUCTION-INSTALLATION PERMIT APPLICATION INSTRUCTIONS

Refer to your Site Evaluation report for approved disposal field location, 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 application form must be signed by the owner or owner's authorized representative. "Authorized Representative" means a person with written authorization to act as another person's delegate. If needed, complete the attached *Authorization to Apply* form.

2. 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.

3. A Detailed Site Plan:

Follow the site plan instructions carefully. Plans must be to scale, legible, accurate and complete.

4. Construction Specifications and Details:

Hydraulic Calculations (pump curve), system design and specifications for components. Refer to Sand Filter system construction plan requirements included with this packet.

5. Stakeout of Proposed Septic System:

A stakeout is used to show that the proposed septic system will fit on the property while meeting all 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.

6. Service Contract and Maintenance:

The owner of a Sand Filter system must maintain a contract with a certified maintenance provider to service and maintain the system. A service contract must be entered into before the Sand Filter is installed and must be maintained until the system is decommissioned.

Maintenance of the system requires inspection and service visits to maintain acceptable levels of naturally occurring biological growth that occur in the system, to maintain and service mechanical components, and to monitor system function. The owner of a Sand Filter system must have the septic tank pumped when the accumulation of floating scum or accumulation of sludge reaches levels listed in OAR 340-071-0290(7). OAR 340-071-0290(7) lists operation and maintenance requirements for a sand filter system.

The contract must include:

- Owner's name and address;
- Property address and legal description;
- Permit requirements;
- Contact information for the owner, maintenance provider, and agent;
- Details of service to be provided, including the service required in this section;
- Schedule of maintenance provider duties;
- Cost and length of service contract and time period covered;
- Details of any warranty; and
- Owner's responsibilities under the contract for routine operation of the onsite system.

7. Certified Maintenance Provider:

A maintenance provider performing services required in this section must comply with the following:

- (A) A maintenance provider must observe and record conditions in the drainfield during all operation and maintenance activities for the Sand Filter and other system components and report those observations to the system owner. System owners must report evidence of any system failures to the agent and take appropriate action approved by the agent to correct the problem. Any Repair or Alteration must comply with OAR 340-071-0215, 340-071-0210, and other applicable requirements in this division.
- (B) Maintenance providers must maintain accurate records of their service contracts, customers, performance data, and time lines for renewing the contracts. These records must be available for inspection upon request by the agent.
- (C) Within 30 days of their termination or expiration, maintenance providers must notify the agent of service contracts that are terminated or not renewed.
- (D) Maintenance providers must make emergency service available within 48 hours of a service request.
- (E) The maintenance provider must submit the annual report required in OAR 340-071-0130(17)(a) and the annual evaluation fee in OAR 340-071-0140(3)(k)(B) for each system under contract to be serviced by the maintenance provider.
- (F) The maintenance provider must be certified by Oregon DEQ under OAR 340-071-0650.

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