



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 AUTHORIZATION NOTICE APPLICATION INSTRUCTIONS

A Septic Authorization Notice is required to place into service, re-connect, to, change the use of, or increase the projected daily sewage flow into an existing septic system.

ITEMS NEEDED TO PROCESS YOUR APPLICATION:

1. Existing System Information:

A copy of the Certificate of Satisfactory Completion (CSC) or As-Built drawing showing the components and location of the existing system.

- OR -

If the Certificate of Satisfactory Completion (CSC) or As-Built drawing is unavailable, the components of the system must be *carefully* uncovered for determination. This includes uncovering the septic tank top, inlet and outlet, distribution or drop boxes (if there are any), and the ends of all disposal field lines to determine their length and fall. *This must be done with a hand shovel to avoid damaging the system.*

NOTE: All uncovering must be done before the application is accepted.

2. 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, an **Authorization to Apply** form is attached for your convenience.

*Field visit required when system is more than 5-years old or if we have no record of the installation.

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

3. A Detailed Site Plan:

Instructions are listed on the backside of site plan form.

* If a home is being replaced, the "footprints" of the old home AND the proposed home are required to be shown on the site plan.

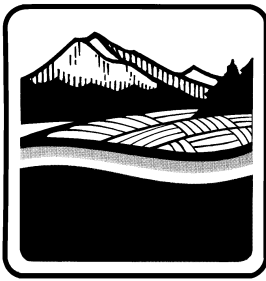
4. **Septic Tank Pumping & Inspection Form:**

Submit a septic system evaluation form with pumper receipt completed by a licensed septic pumping service if the septic system was installed more than 5-years ago.

5. **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.

**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 # _____