



## ALTERATION PERMIT FOR A SEPTIC SYSTEM PROCEDURE & CRITERIA

### **Where is a Septic System Needed?**

A septic system is needed in areas where no sewer service is available. An onsite sewage treatment and disposal system, also known as a septic system, treats and properly disposes of sewage including gray water.

### **Why are Permits Required?**

Permits are required to ensure septic systems are sited and constructed so that human health and the environment are protected.

### **What is an Alteration Permit?**

An *Alteration Construction Installation Permit* is authorization to alter an existing septic system for a single family dwelling or a system that has a projected sewage flow of less than 2,500 gallons per day. Alteration permits are required when additions to existing structures, replacement of existing dwellings, or the construction of an auxiliary structure either covers portions of the existing septic system (or replacement area) and/or exceed the design capacity of the system. Obtain an alteration permit application packet from the Washington County's Environmental Health Program office or from the county's website: [www.co.washington.or.us](http://www.co.washington.or.us).

There are minor and major alteration permits. Minor alteration permits are for changes that do not involve the drainfield of the system. Major alteration permits are for the expansion of an existing system that involves the drainfield or adding a treatment unit such as a sand filter. Permits are valid for one year but for an additional fee may be renewed or reinstated if construction and installation takes longer to complete.

Major alterations, for increases in flow over 300 gallons per day or greater than 50% of the system capacity, must be treated in the same manner as a new septic system. This includes the requirement for the completion of a favorable site evaluation prior to obtaining a permit. For more information, see the "Site Evaluation Permit for a Septic System Procedure and Criteria" fact sheet.

### **What are the Permit Fees?**

Permit fees are different for minor and major alteration permits. Fees are determined by what needs to be altered, the type of system, and the amount of sewage flow. Contact the Washington County Environmental Health Program for the fee schedule or to obtain specific information for a particular application.

### **Permit Criteria**

The suitability of a proposed alteration of an existing septic system is largely determined by the type and depth of soil and the depth to the water table. Other factors include the property size, site steepness, availability of sewer service, and location of the system relative to streams, wells, cuts, and fills. In most cases, there must be enough area available for a full system replacement in case the system fails. These criteria are prescribed in Oregon Administrative Rules (OAR) Chapter 304, Division 071 and 073. Obtain a copy of the rules from the DEQ's Onsite website: [www.oregon.gov/DEQ/](http://www.oregon.gov/DEQ/).

## **Permit Process**

**Step One:** Complete the application, include the owner or legally authorized representative's signature, and submit it to the Washington County Environmental Health Program with the required fees.

If the drainfield will be altered, provide at least one test pit (more are necessary for large systems) in the proposed drainfield area. The specific requirements for test pits are provided in the "Test Pit Preparation for Onsite Sewage Evaluations Form. Attach the following documents:

- a) A Land Use Compatibility Statement (LUCS) signed by Washington County Department of Land Use and Transportation
- b) Detailed plans and specifications for the proposed alteration of the system; property owner or a DEQ licensed installer must draw plans for a construction installation permitted system
- c) A detailed Site Development Plan and directions to the property
- d) A vicinity/locator map

**Step Two:** A Pre-cover Inspection (before it is covered with soil) of the repair is required unless waived by Washington County Environmental Health Program. Some complex systems, such as sand filters, require inspections at various stages of construction and these inspection requirements are specified in the permit. To initiate the Pre-cover Inspection the installer must complete the Final Inspection Request and Notice Form submit it to this office. This form must be signed by the installer certifying it was installed according to DEQ specifications. Within seven days of receipt of this completed form, the Environmental Health Program will either waive or conduct the inspection.

**Step Three:** After completion of a satisfactory inspection, cover the installation. A Certificate of Satisfactory Completion will either be left onsite or mailed after a satisfactory inspection is complete; it is then permitted to use the septic system.

For more information, contact the Washington County Environmental Health Program at (503) 846-8722, DEQ at (503) 229-5696, or visit DEQ's website: [www.oregon.gov/DEQ/](http://www.oregon.gov/DEQ/).

**Department of Health and Human Services**  
**Environmental Health Program**  
 155 N. First Ave, MS 5, Suite 170  
 Hillsboro, OR 97124  
 Telephone: 503-846-8722 Fax: 503-846-3705  
 WashCoSeptic.com



## APPLICATION FOR ONSITE SEWAGE TREATMENT SYSTEM

Property Owner Name: _____				
Property Owner Mailing Address: (include city, state, zip) _____				
<b>Lot Size Requirements</b> - All property on community water is required to be no less than 20,000 sq. ft. Property served with private water is required to have a minimum of 2 acres unless designated as rural intermediate or natural resource property on the County comprehensive plan maps. Sites must fully comply with DEQ rules to be approved and permitted. DEQ site criteria related to topography, soil suitability and setbacks may affect lot size. Please note that Washington County Land Use regulations may also apply to the size of the lot. Permits require Land Use Compatibility Statement (LUCS) sign off.				
<b>Legal Property Description</b>				
Township: _____	Range: _____	Section: _____	Tax Lot #: _____	Acres: _____
Site Address (include road): _____				
City: _____	Oregon	Zip: _____	Parcel #: _____	Water Supply: _____
Directions to Property: _____				
<b>COMPLETE ONLY ONE SECTION BELOW, MARKING ITEMS THAT APPLY</b>				
<b>1) SITE EVALUATION</b>		<b>2) EXISTING SYSTEM EVALUATION</b>		
<input type="checkbox"/> Single Family Dwelling/# of bedrooms: _____ <input type="checkbox"/> Commercial: _____ Max # of Employees: _____ Max # of Patrons: _____ <input type="checkbox"/> Showers <input type="checkbox"/> Food Preparation <input type="checkbox"/> Other: _____ <input type="checkbox"/> Repair/replace <i>failing</i> drain lines (no fee)		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Alternate System Review <input type="checkbox"/> File Review <input type="checkbox"/> Proposal: _____ _____ _____		
<b>3) PERMIT REQUEST</b>		<b>4) AUTHORIZATION</b>		
<input type="checkbox"/> Single Family Dwelling, # of bedrooms: _____ <input type="checkbox"/> Commercial: _____ <input type="checkbox"/> <b>New</b> <input type="checkbox"/> LUCS Statement attached <input type="checkbox"/> <b>Renew Permit #:</b> _____  <input type="checkbox"/> Standard (gal.): _____ <input type="checkbox"/> Alternative (gal.): _____ <input type="checkbox"/> Pump <input type="checkbox"/> <b>Repair:</b> <input type="checkbox"/> Minor (tank only) <input type="checkbox"/> Major (tank/drainfield) <input type="checkbox"/> <b>Alteration:</b> <input type="checkbox"/> Minor (tank only) <input type="checkbox"/> Major (tank/drainfield) <input type="checkbox"/> Licensed Installer (name): _____ License #: _____ <input type="checkbox"/> Owner Install		<input type="checkbox"/> Remodel (added bedrooms): _____ <input type="checkbox"/> Replacement Dwelling <input type="checkbox"/> Personal Hardship/Temporary Housing <input type="checkbox"/> # of Bedrooms in Existing Dwelling: _____ <input type="checkbox"/> # of Bedrooms in Proposed Dwelling: _____ <input type="checkbox"/> Residential to Commercial <input type="checkbox"/> Proposal: _____  System Currently in Use?: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No (date of last use): _____ <input type="checkbox"/> LUCS Statement attached		
I understand that this site must be prepared according to instruction in the guidance packet before action will be taken on this application. By my signature, I certify that the information I have furnished is correct, and hereby grant Washington County Environmental Health and authorized agent permission to enter onto the above described property for the purpose of this application.				
<b>Applicant Information</b>				
Applicant Name: _____			Phone: _____	
Applicant Email: _____				
Mailing Address: _____			City: _____	OR    Zip: _____
Applicant is : <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative (authorization attached)				
Applicant Signature: _____			Date: _____	
<b>DO NOT WRITE IN THE SPACE BELOW</b>				
Fee Received: _____		Ck/MO/CC#: _____		Date: _____
Received By: _____		Project #: _____		Activity #: _____
<input type="checkbox"/> Call	<input type="checkbox"/> Hold for pickup	<input type="checkbox"/> Mail	Initial: _____	Date: _____





## LAND USE COMPATIBILITY STATEMENT (LUCS)

<b>SECTION 1 – Completed by Applicant</b>			
Name:		E-mail:	
Mailing Address: (include city, state, zip)			
Phone:		Fax:	
<b>Legal Property Description</b>			
Township:	Range:	Section:	Tax Lot #:
Acreage/Lot Size:	Water Supply:	Lot:	Block:
Subdivision:			
Property Address: (include city, state, zip)			
Proposal for: <input type="checkbox"/> An individual or single family dwelling <input type="checkbox"/> Other – Describe type of development, business or facility and the provided services: _____			
Type of Permit or Approval Requested: <input type="checkbox"/> Construction/Installation permit for: <input type="checkbox"/> New Construction <input type="checkbox"/> Repair <input type="checkbox"/> Non-Water carried facility requests (i.e., pit, privies, vault toilets for campgrounds) <input type="checkbox"/> Authorization Notices for: <input type="checkbox"/> Replacement of Dwelling <input type="checkbox"/> Bedroom Addition <input type="checkbox"/> Hardship <input type="checkbox"/> Other changes in land use involving potential sewer flow increases			
<b>SECTION 2 – Completed by City or County Planning Office</b>			
Property Zoning:		Zoning Minimum Parcel Size:	
The facility proposal is located: <input type="checkbox"/> Inside City Limits <input type="checkbox"/> Inside UGB <input type="checkbox"/> Outside UGB			
If inside UGB, facility is subject to: <input type="checkbox"/> City Jurisdiction <input type="checkbox"/> County Jurisdiction <input type="checkbox"/> Shared City/county Jurisdiction			
The business or facility complies with all applicable local land use requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered “yes”, was this compliance based on:			
<input type="checkbox"/> Compliance with local comprehensive plans and land use requirements (provide a citation to the applicable provisions)			
<input type="checkbox"/> Conditional approval (provide findings and citation or attach a copy of the applicable land use decision)			
<input type="checkbox"/> Measure 49 waiver (provide Department of Land Conservation and Development approval number)			
Either provide reasons for affirmative compliance decision or attach finding of fact: _____			
<b>Planning Official Signature:</b>			
Print Name:		Date:	
Title:		Phone:	

# LAND USE COMPATIBILITY STATEMENT (LUCS), continued

## Onsite Wastewater Treatment System Permits

### What is LUCS?

Land Use Compatibility Statement is the process used by the Environmental Health Program to determine whether Environmental Health Program permits and other approvals affecting land use are consistent with local government comprehensive plans. The LUCS form is included in the onsite permit application approval packet.

### Why is LUCS required?

Oregon Law requires that state agency activities which impact land use be consistent with local comprehensive plans and land use regulations. Oregon Administrative Rules, (OAR) Chapter 340 Division 18 identifies agency activities/programs that significantly affect land use and the process of ensuring consistency.

### When is LUCS required?

A LUCS statement is required for affect land use. **This form only applies to onsite wastewater treatment system permits and activities.** *Water Pollution Control Facilities (WPCF) applicants must complete DEQ's General LUCS form.*

### How to complete a LUCS:

Step	Who Does It	What Happens
1.	Applicant	<b>Completes Section 1 of the LUCS and submits it to the appropriate city or county planning office.</b>
2.	City or County Planning Office	Completes Section 2 of the LUCS by determining if the activity or use meets all local planning requirements, and returns to the applicant the signed and dated LUCS form <b><u>with findings of fact for any local reviews or necessary planning approvals.</u></b>
3.	Applicant	Includes the completed LUCS with <b><u>findings of fact</u></b> with the DEQ permit or approval submittal application to the Washington County Environmental Health Program.

A permit cannot be issued if the business or facility does not comply with all applicable local land use requirements. The applicant is responsible for working with the local planning office to comply with land use requirements.

**Where to get help:** If you have questions regarding the LUCS, please contact Washington County Environmental Health Program at (503) 846-8722.

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**CULTURAL RESOURCES PROTECTION LAWS:** *Applicants involved in ground-disturbing activities should be aware of Federal and State cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction or alteration of an archeological site or object or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at (503) 378-4168, ext. 232.*



## **SYSTEM PLAN REQUIREMENTS FOR ALL SYSTEMS**

- A single copy of a plot plan drawn to scale on the “System Design” sheet included in this packet or on an 8.5” X 11” (or no larger than 11” X 17”) sheet of paper. Parcels larger than two (2) acres should include a detailed enlarged diagram of the area where the septic system components are located.
- Write the owner’s name, acreage, and map and tax lot number on the plot plan.
- On the plot plan include date completed and signature of person that drew it.
- Map all property line dimensions. Include an arrow indicating north direction.
- Indicate number of bedrooms for proposed home.
- Location of approved test pits from the “Site Evaluation” process.
- Direction and percentage of slope(s) within the approved initial drainfield and the replacement drainfield areas.
- Location, size, and material of all septic system components (i.e. tanks, transport lines, distribution boxes, treatment units, monitor ports, drainlines, replacement area, etc.)
- Distances of septic system components from each other including distance between drainlines and their length.
- Elevations of the native soil surface at the septic tank and both ends and middle of all drainlines. For the replacement area, (4) corner elevations are sufficient.
- Locations and distances from septic system components to all of the following that apply:
  - Surface waters – seasonal and year round (i.e. lakes, rivers, streams, ponds, springs, etc.)
  - Wells and waterlines on your property (both irrigation and potable)
  - Property lines and easements
  - Utility lines (both underground and overhead)
  - All structures
  - Roads and driveways
  - Escarpments, manmade cuts, and fills
  - Field tiles
  - Swales
  - Neighboring wells or springs within 100 feet of property lines.

### **Additional Information Required for Pressure Distribution, Sand Filters, and ATT Systems**

- Hydraulic calculations determining the total dynamic head (in feet) and net discharge rate (in gallons per minute)
- Make, model, and a pump curve for the pump(s) to be used.
- Make and model of control panel and float system to be used.
- Length, diameter, and location of discharge assembly, transport line, manifold, and distribution laterals.
- Orifice diameter and spacing
- Septic tank(s) capacity with a side view cross section showing pump, float configuration, discharge assembly, etc.
- Comparative elevations between low water level of tank and distribution laterals to determine if an anti-siphon valve is necessary.

### **Additional Information Required for Sand Filters**

- Type of container used for sand filter, concrete or plywood. (Engineered plans are required for proposals utilizing concrete containers).
- Overhead drawings of sand filter distribution layout. (Include transport pipe, manifold, laterals, orifice and cleanout locations as well as lateral and orifice spacing, etc.)
- Side view drawings of the sand filter. (Include under drain collection pipe, media and sand depth, pump basin, details, etc.)

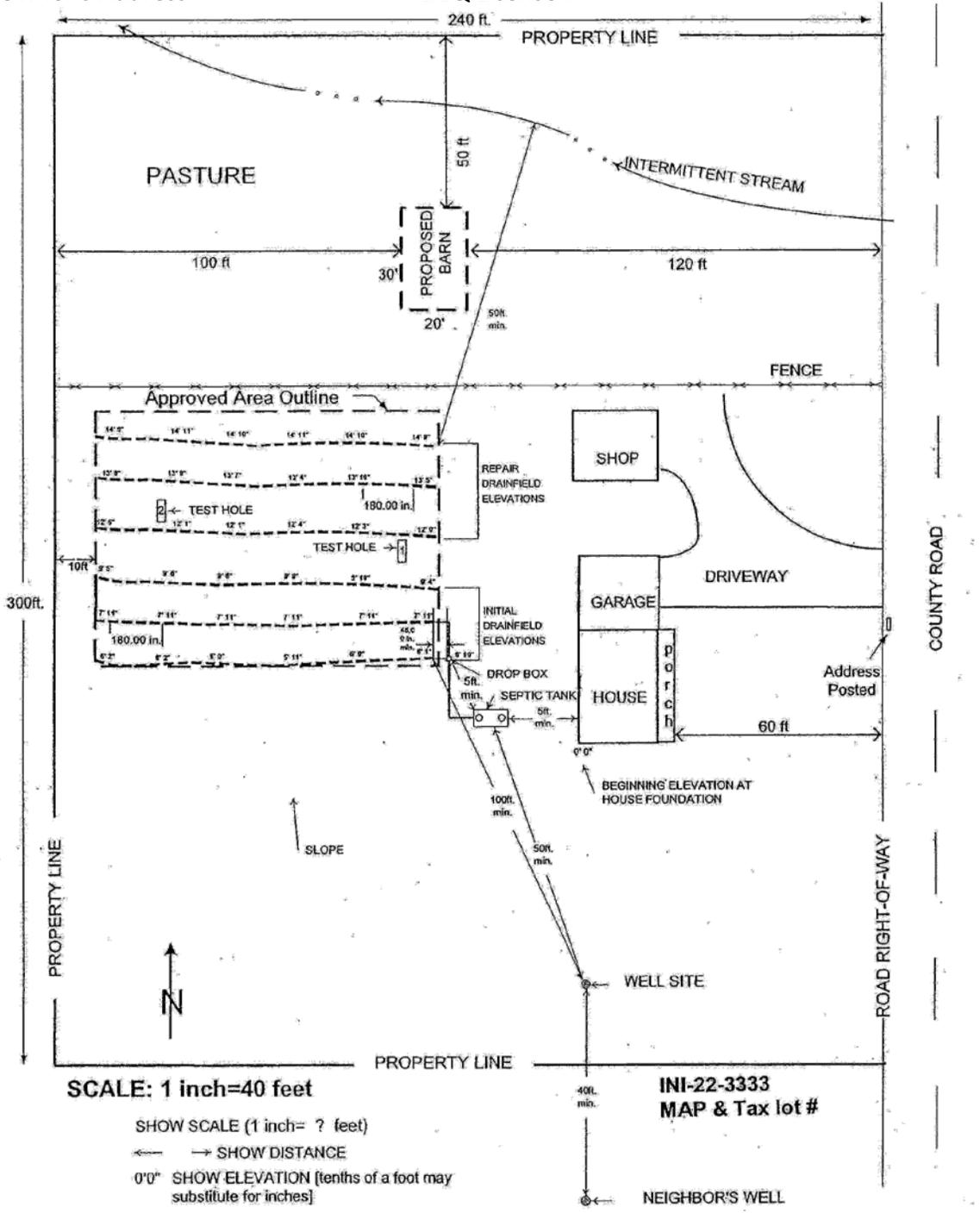
### **Additional Information Required for ATT Systems**

- Make, model, and mode of ATT system to be utilized.
- Completed, signed and dated copy of certified maintenance provider contract. (This document must be submitted before a permit can be issued.)
- Top and side view cross sections of the ATT treatment unit to be utilized.
- Location(s) of access/monitoring ports for operation and maintenance of the proposed ATT system.

## SAMPLE PLOT PLAN

Sample Plot Plan must include the following:

- Owner's Name
- Installer's Name
- Property Map
- Owner's Address
- DEQ License #
- Tax Lot #



**Department of Health and Human Services**  
**Environmental Health Program**  
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## SYSTEM DESIGN

Name of Property Owner:

Site Address: (include city)

Township:

Range:

Section:

Tax Lot:

Acres:

Subdivision:

Lot:

Block:

Scale: 1 Square = Feet \_\_\_\_\_

PLEASE SEE PROCEDURE & CRITERIA FOR REQUIRED INFORMATION

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I certify that the above information is accurate and complete to the best of my knowledge. This system is based on actual measures and conditions on the site.

**License Applicant Signature:**

I am the:  Owner  Authorized Agent

**Printed Name:**

**Date:**

DO NOT WRITE IN THE SPACE BELOW

Received By:

Date:



## MINIMUM SEPARATION DISTANCES

TABLE 1 - OAR 340-071-0220

Items Requiring Setback	From Subsurface Absorption Area Including Replacement Area	From Septic Tank and Other Treatment Units, Effluent Sewer and Distribution Units
1. Groundwater Supplies and Wells	*100'	50'
2. Springs:		
• Upgradient	50'	50'
• Downgradient	100'	50'
3. **Surface Public Waters		
• Year round	100'	50'
• Seasonal	50'	50'
4. Intermittent Streams		
• Piped (watertight not less than 25' from any part of the onsite system).	20'	20'
• Unpiped	50'	50'
5. Groundwater Interceptors:		
• On a slope of 3% or less	20'	10'
• On a slope greater than 3%		
▪ Upgradient	10'	5'
▪ Downgradient	50'	10'
6. Irrigation Canals:		
• Lines (watertight canal)	25'	25'
• Unlined:		
▪ Upgradient	25'	25'
▪ Downgradient	50'	50'
7. Cuts Manmade in Excess of 30 inches (top of downslope cut):		
• Which intersect layers that limit effective soil depth within 48 inches of surface	50'	25'
• Which do not intersect layers that limit effective soil depth	25'	10'
8. Escarpments		
• Which intersect layers that limit effective soil depth	50'	10'
• Which do not intersect layers that limit effective soil depth	25'	10'
9. Property Lines	10'	5'
10. Water Lines	10'	10'
11. Foundation Lines of any building, including garages and outbuildings	10'	5'
12. Underground Utilities	10'	--
*50-foot setback for wells constructed with special standards granted by WRD.		
**This does not prevent stream crossings of pressure effluent sewers.		

# QUANTITIES OF SEWAGE FLOWS

TABLE 2 - OAR 340-071-0220

Type of Establishment		Column 1	Column 2
		Gallons Per Day	Minimum Gallons Per Establishment per Day
Airports		5 (per passenger)	150
Bathhouses and swimming pools		10 (per person)	300
Camps: 4 persons per campsite, where applicable	Campground with central comfort stations	35 (per person)	700
	With flush toilets, no showers	25 (per person)	500
	Construction camps — semi-permanent	50 (per person)	1000
	Day camps — no meals served	15 (per person)	300
	Resort camps (night and day) with limited plumbing	50 (per person)	1000
	Luxury camps	100 (per person)	2000
	Churches	5 (per person)	150
	Country clubs	100 (per resident member)	2000
	Country clubs	25 (per non-resident member present)	---
Dwellings	Boarding houses	150 (per bedroom)	600
	Boarding houses — additional for non-residential boarders	10 (per person)	---
	Rooming houses	80 (per person)	500
	Condominiums, Multiple family dwellings — including apartments	300 (per unit)	900
	Single family dwellings	300 (not exceeding 2 bedrooms)	450*
	Single family dwellings — with more than 2 bedrooms	75 (for 3 <sup>RD</sup> & each succeeding bedroom)	450
Factories (exclusive of industrial wastes — with shower facilities)		35 (per person per shift)	300
Factories (exclusive of industrial wastes — without shower facilities)		15 (per person per shift)	150
Hospitals		250 (per bed space)	2500
Hotels with private baths		120 (per room)	600
Hotels without private baths		100 (per room)	500
Institutions other than hospitals		125 (per bed space)	1250
Laundries — self-service		500 (per machine)	2500
Mobile home parks		250 (per space)	750
Motels — with bath, toilet, and kitchen wastes		100 (per bedroom)	500
Motels — without kitchens		80 (per bedroom)	400
Picnic Parks — toilet wastes only		5 (per picnicker)	150
Picnic Parks — with bathhouses, showers, and flush toilets		10 (per picnicker)	300
Restaurants		40 (per seat)	800
Restaurants — single-service		2 (per customer)	300
Restaurants — with bars and/or lounges		50 (per seat)	1000
Schools	Boarding	100 (per person)	3000
	Day — without gyms, cafeterias, or showers	15 (per person)	450
	Day — with gyms, cafeterias and showers	25 (per person)	750
	Day — with cafeteria, but without gyms or showers	20 (per person)	600
Service Stations		10 (per vehicle served)	500
Swimming pools and bathhouses		10 (per person)	300
Theaters	Movie	5 (per seat)	300
	Drive-in	20 (per car space)	1000
Travel trailer parks — without individual water and sewer hookups		50 (per space)	300
Travel trailer parks — with individual water and sewer hookups		100 (per space)	500
Workers	Construction — as semi-permanent camps	50 (per person)	1000
	Day — at schools and offices	15 (per shift)	150

\* Except as otherwise provided in these rules