



NEW CONSTRUCTION/INSTALLATION PERMIT FOR A SEPTIC SYSTEM PROCEDURE & CRITERIA

Complete Application Form and Fee:

Complete application; incomplete applications will not be accepted for review. If the applicant is representing the owner of the property, include an Authorization of Representative Form.

Vicinity / Locator Map:

On a sheet no bigger than 8 ½" x 11", indicate how to get to the property. If the property is remote or difficult to find, describe how to find it and flag the entrance to the property.

Land Use Compatibility Statement (LUCS):

This form must be completed and signed by Washington County Land Use and Transportation and/or City Planning Department.

Construction / Installation Plan:

Refer to Site Evaluation Report, it shows the approved drainfield location, the approved area as described in the site evaluation report, and other construction details.

Draw a site plan from actual measurements that show the location of all buildings, roads, driveways, property lines, easements, springs, well, lakes, ponds, rivers, streams, drainage areas, and other physical features. Make sure to show the location of the septic tank, distribution box, or drop boxes and disposal lines.

The person installing the septic system should use a transit or laser level to provide the following measurements: the elevations of the building sewer line, the inlet and outlet of the septic tank, and the distribution box or drop boxes. Include the number and length of the disposal trenches, and show the replacement/repair area. Also, provide elevations of the native soil surface at the septic tank and both ends and middle of all

drainfield trenches. In the replacement area, the elevation of the four corners will suffice.

If approved system requires a pump, provide a pump curve (hydraulic profile) for each pump and a cross section of the septic tank.

Sand Filter Systems:

If approved system is a sand filter, provide a pump curve (hydraulic profile) for each pump, a drawing of the cross section of the septic tank, and sand filter plans showing top and side views.

Alternative Treatment Technology System:

If approved system is an alternative treatment technology (ATT) system, provide a pump curve (hydraulic profile) for each pump, a drawing of the cross section of the septic tank, dose tank, and ATT system plans which show top and side views, and a copy of the service provider maintenance contract for the ATT system.

Other Information:

Please include name, township, range, section, and tax lot or account number on all maps and drawings submitted.

Mail or hand-deliver the application fee and attachments to:

Washington County Environmental Health Program
155 North First Avenue, MS 5, Suite 160
Hillsboro, Oregon 97124

For more information on Construction / Installation Permits for Onsite Septic Systems, call (503) 846-8722.