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

New Construction Installation permits of septic systems are needed on homes and businesses not served by community sewer systems.

### PERMIT PROCESS

1. Complete and submit an application and plot plan for new installation.

2. Apply for and submit payment for a Site Evaluation*
   a. Depending on weather and season, scheduling a site evaluation may take 3 to 5 weeks.
   b. At least two test pits approximately 75-100 ft. apart should be provided for the Environmental Health Specialist to evaluate. Final Site Evaluation Reports may take 1 to 3 weeks.
   *Site evaluation may not be necessary but will depend on site records.

3. Submit a Land Use Compatibility Statement (LUCS). The LUCS is a form completed by your local city/county planning department (Section 1) and the applicant (Section 2).

   **Wasco County:**
   2705 E 2nd St. The Dalles, OR 97058
   Phone: 541-506-2560

   **Sherman County:**
   110 Main St. Ste 2, Moro, OR 97039
   Phone: 541-565-3601

   **Gilliam County:**
   221 S Oregon St. Condon, OR 97823
   Phone: 541-384-2381

4. Return the completed LUCS, fee and any attachments to NCPHD. Upon approval, a New Construction permit will be issued.

5. A pre-cover inspection (before it is covered with soil) is required. A Certificate of Satisfactory Completion will be signed by an REHS and mailed or emailed; it is then permitted to use the septic system.

*Note: A septic system must be installed and constructed by the owner or a DEQ licensed installer using DEQ approved materials and equipment that meet minimum standards.*

For more information, contact North Central Public Health District at 541-506-2603 or visit DEQ’s website: [www.oregon.gov/DEQ/](http://www.oregon.gov/DEQ/)
Application for: County: Date Pd: Eval ______
Evaluation ________ Wasco □ Sherman □ Gilliam □ Permit ______
Repair ________
New Installation: Standard System ________
    Alternative System ________
Other ________

__________________________________________ Township _____ Range _____ Section _____
(Name of Property Owner) Tax Lot # ____________________________
__________________________________________ Site Address: ____________________________
(Mailing Address)
__________________________________________
(City) (State) (ZIP)
(Telephone) ____________________________ Proposed use:
(Email) ____________________________ Residential □ Commercial □
Other (explain) ____________________________

Water Supply: Private: Well ____________ Spring ____________
Community ____________

DIRECTIONS TO PROPERTY: (Please be specific.)

Property Zone ____________________________ Size of lot or parcel ____________________________
Test Holes [ ] have been prepared [ ] will be prepared (date) ____________________________

(Signature Owner/Installer) ____________________________ (Date) ____________________________

IMPORTANT: ATTACH A MAP OF PROPERTY INCLUDING LOCATION OF WELL, ANY WELLS ON
ADJACENT PROPERTY, AND TEST HOLES. ON LOTS LESS THAN 20 ACRES, APPROXIMATE PROPERTY
CORNER SHOULD BE VISIBLY MARKED.
APPLICATION PROCEDURES FOR PERMIT
TO INSTALL A SEPTIC SYSTEM

1. Fill out the application form and plot plan completely, giving specific directions to the property. The tax lot number of the parcel you want evaluated must be given.

2. Two test pits must be dug, one in the area of the drain field and another about 100 feet away in an area reserved for drain field replacement. The test pits must be at least 2 feet wide, 4 feet long and 5 feet deep.

3. Send or bring in the completed application along with the site evaluation fee. Put the date when the test pits will be ready at the bottom of the application. You will receive a receipt for the fee.

4. The test pits will be evaluated.

5. If the site is okay, an Approval Report will be sent to you. It will state the amount of the permit fee, the type of system to be installed and where the system must be put in. We try to locate the system where you want it. That is why we want you to submit a plot plan, even though we may have to modify it due to site limitations.

6. You must obtain zoning approval from the County Planning Office before we can issue your permit. The enclosed Land Use Compatibility form is for this purpose.

7. A construction permit must be obtained from this office before the system is installed. Any work (even digging the trenches or the hole for the tank) requires a construction permit before beginning. This work can be done only by a licensed installer or by the property owner.
FOR LOCAL GOVERNMENTS APPROVAL OF A BUILDING PERMIT A PLOT PLAN WITH THE FOLLOWING INFORMATION WILL NEED TO BE PROVIDED:

1. Property lines (show dimensions)
2. Location of the:
   a. Proposed structure(s)
   b. Drainfield area
   c. Well or water source
   d. Access roads (public or private)
3. Location and distances to other structure(s)
4. Direction of North
5. Direction of slope

Other information may be necessary in some instances. The reverse side can be used for the plot plan.

**PLOT PLAN GUIDE**

Minimum Separation Distances

<table>
<thead>
<tr>
<th>From</th>
<th>Drainfields</th>
<th>Septic Tanks</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Wells</td>
<td>100’</td>
<td>50’</td>
</tr>
<tr>
<td>Springs</td>
<td>100’</td>
<td>50’</td>
</tr>
<tr>
<td>Surface Water</td>
<td>100’</td>
<td>50’</td>
</tr>
<tr>
<td>Property Lines</td>
<td>10’</td>
<td>5’</td>
</tr>
<tr>
<td>Water Lines</td>
<td>10’</td>
<td>10’</td>
</tr>
<tr>
<td>Building Foundations</td>
<td>10’</td>
<td>5’</td>
</tr>
</tbody>
</table>

9/29/2011
NORTH CENTRAL PUBLIC HEALTH DISTRICT
419 EAST SEVENTH STREET
THE DALLES, OR  97058
541-506-2600

NAME _____________________________________   Township ____ Range____ Section ____
Tax Lot# __________________________

PLOT PLAN     (please upload your drawing below.)

____________________________________________________________________________________

____________________________________
Installer’s Name
(MUST BE LICENSED BY D.E.Q.)

House ____ Mobile Home ____ Bedrooms ____ Baths ____      Basement:   ___ Yes  ___No
Feet from Well: Drainfield __________________________  Septic Tank __________________

CONSTRUCTION PERMITS ARE SYSTEM MUST BE INSPECTED BEFORE BACKFILLING
FOR ONE (1) YEAR FROM DATE

ALL MATERIALS MUST BE D.E.Q. APPROVED
I hereby certify that the information contained in this application is true and correct to the best of
my knowledge and belief.

DATE ________________________  ______________________________________
(Applicant’s Signature)

9/29/2011
WHAT IS A LUCS? The Land Use Compatibility Statement is the process used by the DEQ to determine whether DEQ 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 A LUCS REQUIRED? Oregon law requires state agency activities that impact land use be consistent with local comprehensive plans and land use regulations. Oregon Administrative Rules (OAR) Chapter 340, Division 18 identifies agency activities or programs that significantly affect land use and the process for ensuring consistency.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all DEQ permits, registrations under general permits, and certain other approvals and certifications that affect land use. This form only applies to onsite wastewater treatment system permits and activities. WPCF applicants must complete DEQ's General LUCS form.

HOW TO COMPLETE A LUCS:

<table>
<thead>
<tr>
<th>Step</th>
<th>Who Does It</th>
<th>What Happens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant</td>
<td>Completes Section 1 of the LUCS and submits it to the appropriate city or county planning office.</td>
</tr>
<tr>
<td>2</td>
<td>City or County Planning Office</td>
<td>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 with findings of fact for any local reviews or necessary planning approvals.</td>
</tr>
<tr>
<td>3</td>
<td>Applicant</td>
<td>Includes the completed LUCS with findings of fact with the DEQ permit or approval submittal application to the DEQ.</td>
</tr>
</tbody>
</table>

A permit cannot be issued if the proposed 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: Questions about the LUCS process can be directed to the region staff responsible for processing the onsite permits. Headquarters and regional offices may also be reached using DEQ's toll-free telephone number 1-800-452-4011.

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, extension 232.
SECTION 1 - TO BE COMPLETED BY APPLICANT (may be filled in electronically by tabbing to each field)

1. Applicant Name/Property Owner: ____________________________
   Mailing Address: ____________________________
   City, State Zip Code: ____________________________
   Telephone: ____________________________

2. Property Information:
   County: ____________________________ Tax Lot No.: ____________________________
   Township: __________ Range: __________ Section: __________
   Physical Address: ____________________________
   Block: __________ Lot: __________
   Subdivision Name (if applicable): ____________________________

3. This proposed facility is for:
   □ An individual, single-family dwelling
   □ Describe the type of development, business, or facility and the provided services or products:
   ____________________________________________________________

4. Permit or approval being requested:
   □ Construction-Installation permit for: □ New Construction □ Repair □ Alteration
   □ Non-water-carried facility requests (for example, pit privy/vault toilet for campgrounds)
   □ Authorization Notice for: □ Replacement of dwelling □ Bedroom addition
   □ Other changes in land use involving potential sewage flow increases
   ____________________________________________________________

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL

5. Property Zoning: ____________________________ Zoning Minimum Parcel Size: ____________________________

6. The facility is located: □ inside city limits □ inside UGB □ outside UGB
   If inside UGB, the proposed facility is subject to:
   □ City jurisdiction □ County jurisdiction □ Shared City/County jurisdiction

7. Does the proposed facility comply with all applicable local land use requirements: □ Yes □ No
   If you answered "Yes" above, was this compliance based on:
   □ Compliance with local comprehensive plans and land use requirements (provide a citation to the applicable provisions)
   □ Conditional approval (provide findings and citation or attach a copy of the applicable land use decision)
   □ Measure 49 waiver (provide Department of Land Conservation and Development approval number)
   Either provide reasons for affirmative compliance decision or attach findings of fact:
   ____________________________________________________________
   ____________________________________________________________

8. Planning Official Signature: ____________________________
   Print Name: ____________________________ Date: ____________________________
   Title: ____________________________ Telephone: ____________________________

Onsite.UCS 2/28/2008
### NORTH CENTRAL PUBLIC HEALTH DISTRICT
### ENVIRONMENTAL HEALTH SECTION
### FEE SCHEDULE
### ON-SITE SEWAGE DISPOSAL SYSTEMS

#### A. New Site Evaluation:
- Single Family Dwelling: $650
- Commercial Facility System Evaluations
  - Authorized by DEQ to Contract County:
    - For first one thousand (1,000) gallons projected daily sewage flow: $700
    - For each five hundred (500) gallons or part thereof above 1,000 gallons but less than 2,500 gallons: $300

#### B. Construction-Installation Permit:
- For first 1,000 gallon projected daily sewage flow:
  - Standard On-Site System: $670
  - Standard System with Holding Tank: $670
- Alternative System:
  - Capping Fill: $1055
  - Disposal Trenches in Saprolite: $650
  - Gray Water Waste Disposal Sump: $400
  - Pressure Distribution: $1040
  - Redundant: $750
  - Sand Filter / ATT: $1300
  - Seepage Trench: $700
  - Steep Slope: $700
  - Tile Dewatering: $1210

#### Permit Reinstatement or Renewal:
- If Field Visit Required: $400
- No Field Visit Required: $250

Reinstatement fee is for same owner. New owner will have to submit new application including LUCS & construction installation permit fee.

For systems with projected daily sewage flows greater than 1,000 gallons, the construction installation permit fee shall be equal to the fee required in (B) (a) plus $100 for each 500 gallons or part thereof above 1,000 gallons.

#### Refunds:
A refund may be made of all or a portion of a fee accompanying an application if the applicant withdraws the application before any field work or other substantial review of the application has been done.

#### Repair Permit:
- Single Family Dwelling:
  - Major: $525
  - Minor: $330

#### Alteration Permit:
- Major: $525
- Minor: $330

#### Commercial Repairs:
- Major: $800
- Minor: $500

#### Authorization Notice:
- If Field Visit Required: $500
- No Field Visit Required: $250

#### Annual Evaluation of Alternative System (where required) $360
#### Renewal of Hardship Authorization for Temporary Dwelling
- If Field Visit Required: $370
- No Field Visit Required: $255

Plan Review fee for commercial facility systems greater than 600gpd would be $460 up to 1,000gpd then an extra $70 for each 500 gallons or part thereof above 1,000gpd up to 2,500 gallons.

#### Refunds:
A refund may be made of all or a portion of a fee accompanying an application if the applicant withdraws the application before any field work or other substantial review of the application has been done.

#### Annual Report Evaluation Fee Holding Tank $50
#### Annual Maintenance Report Fee $55
#### Reinspection Fee $110
#### Record Search, if not part of an onsite application (1hr minimum) $20 (first hour) $45 (each additional hour)
#### Field Consultation Fee $100/hr. (1hr. Min)
#### Pumper Truck Inspection $150

Each of the above fees includes a $100 DEQ surcharge that will be forwarded to the State Department of Environmental Quality.

Payments with credit/debit card a 2.5% fee applies
Online Payments incur a 3% convenience fee.