



**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/>

HOLDING TANK CONSTRUCTION-INSTALLATION PERMIT APPLICATION INSTRUCTIONS

Refer to your Site Evaluation report for approved holding tank location, 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, an **Authorization to Apply** form is attached for your convenience.

* Indicate the proposed sewage flow (number of employees working each day) and if application is for Permanent or Temporary Use.

For Permanent use:

- (A) The site cannot be approved for installation of a standard subsurface system.
- (B) No community or areawide sewerage system is available or expected to be available within five years.
- (C) The tank is intended to serve a small industrial or commercial building or an occasional use facility such as a county fair or a rodeo.
- (D) Unless otherwise allowed by the department, the projected daily sewage flow is not more than 200 gallons.
- (E) Setbacks required for septic tanks can be met.

For Temporary use:

A holding tank may be installed in an area under the control of a city or other legal entity authorized to construct, operate, and maintain a community or area-wide sewerage system if:

- (A) The application for permit includes a copy of a legal commitment from the legal entity to extend a community or area-wide sewerage system meeting the requirements of this division to the property covered by the application within five years from the date of the application; and
- (B) The proposed holding tank complies with other applicable requirements in OAR chapter 340, divisions 071 and 073.

2. A Detailed Site Plan:

Instructions are listed on the backside of site plan form.

3. 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.

4. Detailed Plans of Proposed Tank:

The plans must indicate that the tank meets the following requirements:

- (A) Have a minimum liquid capacity of 1,500 gallons;
- (B) Comply with tank standards in OAR 340-073-0025;
- (C) Be located and designed to facilitate removal of contents by pumping;
- (D) Have no overflow vent at an elevation lower than the overflow level of the lowest fixture served; and
- (E) Be designed for antibuoyancy if test hole examination or other observations indicate seasonally high groundwater may float the tank when empty.

5. Floats & Alarm:

Detailed plans indicating both an audible and a visual alarm placed in an acceptable location to indicate when the tank is 75 percent full. Only the audible alarm may be user cancelable.

6. Pumping Contract:

Operation and maintenance. At all times the holding tank is being used, the owner of the tank must maintain a service contract with a sewage disposal service licensed under OAR 340-071-0600 to provide for regular inspection and pumping of the holding tank.

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