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MARION COUNTY PUBLIC WORKS

To: Owners of Facilities Served By Holding Tanks in Marion County

From: Marion County Building Inspection

Date: November 1st, 2025

RE: Holding Tank Annual Pumping Report

This letter is to remind you that the Department of Environmental Quality requires all owners of septic holding tanks to submit an annual pumping report to their respective agencies prior to this year's reporting deadline. This year's Holding Tank Report must be submitted by **January 15, 2026**. **The annual holding tank pumping report review fee is \$82.00.**

The holding tank annual report is for the previous year, and the form must be filled out to completion. Therefore, on or before January 15, 2026, you must submit an annual report for the entire 2025 year, for **each holding tank** on the property. The report and fee must be submitted annually until such time as the holding tank is decommissioned and the permit is terminated. If you fail to submit the report by January 15, 2026, an inspection of the tank will be made, and you will be billed for the inspection. **The tank inspection fee in this circumstance is \$240.00.** The holding tank annual report form is enclosed for your convenience. The form **MUST** be completely filled out and records of pumping may be requested.

Please submit the report to:

Onsite Wastewater Staff
Marion County Building Inspection
5155 Silverton Rd NE
Salem, OR 97305

OR

Reach us by email at building@co.marion.or.us

Please contact me at (503) 566-3990 if you have any questions or concerns regarding this matter.

Sincerely,

Danny Brown, REHS

Onsite Wastewater Specialist 2