



MARION COUNTY PUBLIC WORKS
BUILDING INSPECTION DIVISION
5155 Silverton Rd NE
Salem OR 97305
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<http://www.co.marion.or.us>

SEPTIC REPAIR PERMIT APPLICATION INSTRUCTIONS

A septic **REPAIR PERMIT** is required when sewage is surfacing on the ground, backing up into the house or the septic system has been damaged. *A failing septic system must be immediately repaired to eliminate the public health hazard per OAR 340-071-0215.*

A **MINOR** repair permit is for replacement of the septic tank, replacement of a broken pipe between tank and drainfield or replacement of a distribution box.

A **MAJOR** repair permit is for replacement of all or part of the drainfield or treatment unit and may include replacement of the septic tank.

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.*

-Provide a brief explanation of the problem with the septic system. In order to make a reasonable assessment of what is needed for the repair, we must know how the system is malfunctioning. This may require excavation of portions of the system to determine the cause of the failure.

-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.

2. **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.

3. **Site Evaluation Report:** Required for a major repair only. This report includes specifications for the system and a diagram showing the area approved for drainfield installation and is used to complete pre-construction plans. This report is not a permit.

-If an approved repair area is on record and has been maintained in usable condition, system plans can be based on the field notes from that evaluation report.

-For sites with no approved usable area, test pits must be evaluated. Dig test pits and make a detailed site plan. Site plan must be to scale, legible, accurate and complete. Submit the site plan with the application form, fee and LUCS. Once we received the site plan we will

make a field visit to assess soil and site conditions. We will then provide a report with specifications for an approved type of system and a diagram of the area found suitable for installation.

4. **System Layout Plan Detail:** Use the Site Evaluation Report to plan your system repair. Stake out the system and components, and then complete and submit a pre-construction site plan. Follow the site plan instructions carefully. Site plans must be complete to accurately show the system is properly sited and meets installation setbacks.
5. **On-Site System Materials list:** Required on all installation permits. Include a tank schematic with float switch settings if pumping is required.

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