Marion County
OREGON
Brooks Community Service District
5155 Silverton Rd NE
Salem, OR 97305
Ph. (503) 588-5084 | service_districts@co.marion.or.us
https://www.co.marion.or.us/PW/servicedistricts/Pages/Brooks-Community-Service-District.aspx

Brooks Community Service District Sewer Permit Application

Sections 1, 2, 3, and 6 are required for all applications. Sections 4 and 5 are only needed if applicable

1. Project Information *(Required)*	
Project Name:	
Basic Description of Work:	
Parcel #(s):	
Address:	
City:	
ZIP:	
Note: If no address is assigned to the subject property, enter "No Address Assigned"	

2. Owner Information *(Required)*	
First and Last Name:	
Mailing Address:	
E-mail:	
Primary Phone:	

3. Applicant Information *(Required)*	☐**Check if same as Owner**
First and Last Name:	
Organization Name:	
Mailing Address:	
E-mail:	
Primary Phone:	

4. Agent for Applicant Information (If Applicable)	☐**Check if same as Owner**	☐**Check if same as Licensed Professional**
First and Last Name:		
Organization Name:		
Mailing Address:		
E-mail:		
Primary Phone:		

5. Licensed Professional Information (If Applicable)	
License Type (CCB, PE, etc.):	
License #:	
Business Name:	
First and Last Name:	
Mailing Address:	
Primary Phone:	
Email Address:	

6. General Information *(Required)* – Check all that apply				
Type of Structure:	☐Commercial ☐Industrial ☐Residential ☐Multifamily			
Residential only:	Number of Bedrooms:		Approximate Square Footage of House:	
Commercial only (including multi-family):	Nature of Business:		Estimated Gallons/ Day (multifamily see bottom of page)*	
	Occupancy:		# of Multifamily Units:	
Industrial only:	Nature of Business:		Estimated Gallons/ Day:	
	Occupancy:			
	Process water discharge:	*Attach description of process water quantity and quality including suspended solids, Biochemical Oxygen Demand (BOD), and any toxic materials such as heavy metals*		
Type of Project:	☐Construction ☐Improvement ☐Other, explain:			
	(If installing a new tank, applicant is responsible for costs of installation to district specifications. Specifications will be attached to the permit. A plot plan is required for new installations. The plan shall be to scale with dimensions from the new tank to the property line(s) and to significant structures in the vicinity)			
Type of Work:	☐Addition ☐Alteration ☐Demolition ☐Move ☐New ☐Repair ☐Other, explain:			
Site Plan:	☐Site Plan Attached			

*Multifamily = 300 gallons per day per unit. Minimum of 900 gallons per day.

Construction Installation Permits	Fee	Total Fee w/DEQ Surcharge
Residential System Installation	$600	$600
Multi-Family System Installation	$750	$750
Commercial System Installation	$750	$750
Industrial System Installation	$750	$750
Commercial/Multifamily/Industrial Plan Review	**Fee**	**Total Fee w/DEQ Surcharge**
Gallon/day = 601 - 1000 Gallons	$250	$250
Each 500 Gallons per day above 1000	$50	$50
Other Activities	**Fee**	**Total Fee w/DEQ Surcharge**
Reinspection Fee	$50	$50
Reconnection Fee (of same use)	$300	$300
No Service call-out	$150	$150

Applicant's Statement:

I hereby make application to the Brooks Community Service District for sanitary sewer service for one:

☐ Single Family Residence ☐ Multifamily Residence

☐ Commercial Facility ☐ Industrial Facility

I understand that the District will not allow discharge of sewage that is deleterious to its treatment process (see Brooks Community Service District Sewer Use and Regulation Ordinance 906 – Section 7) and agree that any permit may be terminated after one warning if deleterious sewage in violation of the permit is discharged to District treatment facilities.

The above information is true to the best of my knowledge and belief. I agree that I will bear all costs associated with installation of any new tank and service lines and will pay the monthly service charge from date of permit approval. I understand that the tank and service lines shall be installed to service district standards according to the approved site plan, and that I will provide a site plan for approval. I understand this permit does not grant permission to construct anything in the public right-of-way. A separate road authority permit is required to perform work in a public right-of-way.

I understand that the Brooks Community Service District will accept these improvements to the District and maintain them as a part of the District beginning no sooner than one year after the completion of the improvements. Prior to acceptance into the District, all improvements must be inspected and approved by the District Engineer.. I understand that I will be responsible for all corrective maintenance work needed on the improvements until improvements are accepted into the District. See Brooks Community Service District Sewer Use and Regulation Ordinance 906 for more information.

The Applicant shall indemnify and save harmless the Brooks Community Service District, its governing body, its officers and employees from all suits and actions; or claims of any character brought because of any injury or damages received or sustained by any person or property on account of the operations of the Applicant, any Subcontractors or the employees of either; or on account of or in consequence of any neglect or misconduct of the Applicant, and Subcontractors or the employees of either.

The Applicant accepts and approves the terms and provisions contained and attached hereto, including the special provisions. Permits for construction expire one (1) year from date of issue.

Note: This application is not an approved permit and does not authorize the start of work.

Print Owner's Name

Signature of Owner

Date

SPECIFICATIONS FOR NEW COMMERCIAL INSTALLATIONS

While new installations are the responsibility of the property owner, the Brooks Community Service District assumes maintenance responsibility and ownership of the installation one year from the date of the final inspection.

As the eventual owner of the equipment being installed, our specifications are more stringent than State code. They are based on maintaining the same type of equipment as installed in the original system. This reduces cost to the citizens of the District by:

1. Minimizing inventories of spare parts
2. Minimizing the need for extra training for operators on different types of equipment and materials
3. Minimizing the possibility of breakdowns

Therefore, strict adherence to spec's till be required by the District. Assistance and clarifications can be obtained by calling the District operator or the operations manager at 503-588-5304. Please call for a pre-construction meeting with an operator prior to ordering equipment and starting your project.

PERMITS AND INSPECTIONS

A construction permit must be obtained prior to installation. These permits are available from the District operator, Marion County Public Works, 5155 Silverton Road NE. Permits may modify or add to the requirements of these specifications.

Locate requests must be made prior to any excavation. Locates can be obtained by calling 800-332-2344.

When working in the Right-of-Way on County or State roads, ROW permits are the responsibility of the property owner. All traffic control requirements of the appropriate Road Authority must be met.

Inspections must be requested at least 24 hours in advance and may not be completed for 48 hours on occasion. However, nearly all can be done in accordance with the installer's schedule.

Website:

SEPTIC TANKS

Tank Source:	Willamette Graystone, LLC, Eugene, telephone 541-726-7666. Waite Concrete Products, LLC, Canby, 503-266-2670. Specify that the tank must be constructed with Brooks specifications. They will include a cast band to accept the access riser.
Size:	Septic tanks shall be sized in conformance with OAR 340-071-0220(3)(a). Size must be approved by District. Heavy duty models will be required for burial of 3' or deeper. The tank shall have a separate baffled dosing chamber (or separate dosing tank) with pump assembly. Specify a 4" or 6" PVC wall sleeve to match the size of the gravity line needed.
Tank Installation:	**Willamette Greystone provides tank installation and testing instructions with each tank. Follow these instructions, and if you feel there is a discrepancy between our requirements and theirs, please call before continuing.** Use 4" of well-compacted sand or 3/4 minus rock under the tank, level to 1/4" in 20'. If native soil is not suitable for tank support, the District may require over-excavation and more sand or crushed rock. **Call for inspection prior to setting tank. The District Wastewater Operator will inspect the tank cavity and must be present for the placing of the tank.**
	Around and under external piping, use compacted ¾”-0” crushed rock or sand.
	Compact backfill over and around tank to a minimum of 85% maximum dry density per ASTM T-99 test specification.
	Tank watertight test: **Call to schedule inspection.** Follow Willamette Graystone, LLC or Waite Concrete Products, LLC’s instructions regarding backfilling before water testing. Then fill to 2” into the riser and above the riser ring joint. 1/2” of decline in the water level in 24 hours is allowable. Tanks must be soaked 24 hours prior to test. A tank may be rejected by the District if it fails a second test after being repaired. **Place tanks in accessible location that is not behind a locked gate, in the front or side yard and on higher ground that is not subject to flooding.**
Access Riser Source:	Orenco, Sutherlin 1-800-348-9843
Access Riser Size:	Duplex (double) pump: 30" diameter Effluent Filter for Settling Tank: 24" diameter
Riser Installation:	Install to place lid 1-3" above the surrounding surface in non traffic areas and 3-6" below manhole lid in traffic areas.
	Bond with two-part epoxy from Orenco or approved bonding agent (check with inspector), cured 24 hours before backfilling. **Call for inspection prior to backfilling.**
Riser Lids in Non-Traffic Areas:	Orenco lids to match riser size, installed with gasket and hex bolts. Riser shall be protected by either bollards or landscaping methods.
Riser Lids in Traffic Areas:	Orenco lids to match riser size, installed with gasket and hex bolts inside cast iron manhole frame set in concrete traffic slab per the districts standard drawing. **Call for inspection prior to pouring concrete.**
	Manhole lid shall be sealed with a neoprene O-ring, 3-bolt design with ½” stainless bolts and two cast recessed lifting bars. Lids to read “Sewer” or to be marked with an “S”.

GRAVITY SEWER LINE

Gravity Pipe:	4” or 6” PVC (Schedule 40 glued joints or ASTM 3034 SDR 35, bell and spigot with rubber gasket joints) or ABS glue joint pipe. Rubber gasket joints shall be “Ring Tite” or “Fluid Tite” brands as manufactured by JM Pipe or Certain Teed pipe.
	Fittings and service cleanouts shall be of the same type, class, and grade of material as the pipe.
	Rubber couplings shall be Fernco Series 1006, 1056, or approved equal.
	Minimum cover is 24”, unless authorized by the District.
	Slope shall be at least ¼” per foot for 4” pipe, 1/8” per foot for 6” pipe.
	Use a minimum of bends and fittings. Bends shall be 45 degrees or less unless approved by the District.
Trace Wire:	Install 12 gauge solid-core trace wire with green insulation from the clean-out to the tank riser, wrapping around each twice. Connect to clean-out at ground level. Secure to pipe also every 20' intervals and at all bends.
	Make splices and connections with waterproof heat shrink splice kits, or approved underground connector.
Clean-outs:	One cleanout at least five feet from the building, and one at least every 100 feet. Caps should be installed slightly below grade. In improved areas, cover with a Brooks Type 1-RT or 3T box.
Backfill:	**Call for an inspection of the gravity line prior to backfilling.**
	Thoroughly compact bedding and backfill material under and around service piping connection to STEP tank to prevent differential settling and leakage into or out of connection.
	Provide 4" pipe bedding of 3/4"-0" crushed rock or sand, free of sticks, stones, or other debris. Install piping and provide 12 inches of 3/4"-0" crushed rock or sand as pipe zone material.
	In improved areas, above the pipe zone, use ¾”-0” crushed rock and compacted to 95% of maximum dry density per ASTM T-99 test specification. Compacted native material may be used in unimproved areas.
	Minimum cover is 24 inches or as authorized by the District.
Using Near Waterlines:	Installations near waterlines must meet County regulations and building codes. For specific rules, contact the Building Inspection Department at 503-588-3046.

PRESSURE SERVICE LINE

Pressure Piping and Fittings:	Schedule 40 or 80 PVC, 1" for simplex and 2" for duplex. ABS will not be accepted. Solvent weld, using primer and cement.
	Ball valves shall be PVC, the same size as the service line, located in a valve box.
	Swing check valves are to be bronze or PVC and same size as service line.
	<u>Stainless Steel Saddle Taps:</u> Call for an inspection; a district wastewater operator must be present during hot tap connections, and they must be done by a licensed contractor or plumber.
	Pressure service lines shall be pressure tested to 100 psi with no more than 5 psi loss in 30 minutes. **Call for an inspection.**
Trace Wire:	Install 12 gauge solid-core trace wire with green insulation continuously from the force main to the tank riser, wrapping around the riser twice. Secure to pipe every 20’ and at all bends. Extend a loop of wire to the top of each valve box.
	Make splices with waterproof heat shrink splice kits or approved underground connector.
Valve Box Assemblies:	Box and cover are to be concrete with cast iron ring and lid. The lid is to say "Sewer" or "S". The box is to be a Brooks 1RT or 3T, as appropriate, with valve box extension as required.
	Valve assembly to be an in-line ball and check valve. A ball valve shall be located in an 8-inch PVC riser with Brooks precast concrete box and cast iron lid above, marked "Sewer" or "S". A plastic box may be allowed if in a landscaped area protected from traffic, **and** when approved by the District Operator. The check valve shall be direct buried, located adjacent to and downstream of the ball valve. "Goose neck" installations are no longer required by the district.
	Install valve boxes true and plumb so that valves operate smoothly. Notch risers such that there is a 4" minimum clear distance from the pressure service line. Keep dirt and debris out of valve boxes. The valve box/riser assembly shall be extended at least 4" from the fully collapsed position.
Installation and Backfill:	Install pressure service line on a uniform grade from the septic tank to the force main unless site conditions prohibit. Clean the interior of pipe of foreign material before connection to force main.
	Call for an inspection prior to backfilling.
	Provide 4" pipe bedding of 3/4"-0" crushed rock or sand, free of sticks, stones, or other debris. Install piping and provide 4 inches of 3/4"-0" crushed rock or sand as pipe zone material. Lay pipe with 30" minimum cover.
	In paved and graveled areas, backfill above pipe zone with 3/4"-0 or 1"-0"crushed rock, compacted to 95% of maximum dry density per ASTM T-99 test specification. Compacted native materials can be used in other areas.
Flow Meters:	Required in commercial and industrial applications.
	Use Sensus SR meters reading in gallons, the same size as the pressure line.
	Install in a Brooks Box using Schedule 80 quick disconnect unions.

PUMPS, CONTROLS, AND VAULT ASSEMBLIES

Equipment Source:	Orenco, Sutherlin. 1-800-348-9843
Pump Models:	PF100511 for 10 gpm applications PF200511 for 20 gpm applications
Float Switch Assembly:	Duplex applications (two pumps) will use Model MF-4A
	Float switches will be mounted to a removable PVC stem from Orenco.
	Mount with no less than one inch of tether length.
Screened Pump Vault Assembly:	Duplex applications will use Model PVU57-2419-L for Biotube assembly.
Discharge Hose and Valve:	Model HV100B. Two required for duplex.
Effluent Filter Assembly:	For use where pump tanks and filter tanks are used in series.
	Duplex use two Model FT 1254-36.
	Install so as to be easily removable from the tank, using Schedule 40 PVC.
Pump Control Panels:	Must be serviced by a dedicated circuit Duplex, 30 amp
	Duplex use Model DAX-1ETM CT TS An inside mounted alarm test push button must be installed on both.
	Mount to building exterior within sight of the septic tank riser, under an eave and out of the sunlight where possible. Or mount on a 4”x 4”x 8’ pressure treated post anchored into the ground with 12” diameter concrete foundation (2’ depth) within 5’ of septic tank. Use ¾” exterior grade plywood, painted grey, for the mounting backboard within sight of the septic tank riser. Exact location of pump control panel installation to be confirmed in the field with the District’s operations representative.
	Top of the panel on buildings or posts must be 5’ above grade.
Electrical Wiring:	No 16 AWG THHN or TFFN. Match wire colors with manufacturers written specifications/diagrams.
Electrical Conduit and Fittings:	Schedule 40 PVC Conduit, UL listed; fittings to be OZ Gedney type – EYA or equal
	Conduit sealing compound must be NEC approved
	Install 18” below grade or 24” below grade in paved or gravel areas, or where required by building electrical code.
	Splice box to be PVC, mounted inside the access riser.
	Call for an inspection by a District operator prior to backfilling.
	Marion County Building Inspection Department must be called for an electrical inspection; this must be completed prior to making the sewer system operational. The District will inspect the system as to compliance with their specifications, but operators are not licensed electricians and cannot perform electrical inspections.
	Backfill with native material in non-traffic areas. In traffic areas, use ¾”-0” or 1”-0” crushed rock compacted to at least 95% maximum dry density per ASTM T-99 test specification.

BROOKS COMMUNITY SERVICE DISTRICT

☐ **Update my water/sewer account information**

☐ **Sign me up for sewer service | Service Start Date:**

SERVICE ADDRESS:

Please fill out this form thoroughly and to the best of your knowledge. If you have any questions or need any assistance, please contact the District Office at (503) 588-5084 or service_districts@co.marion.or.us

TENANT/OCCUPANT INFORMATION

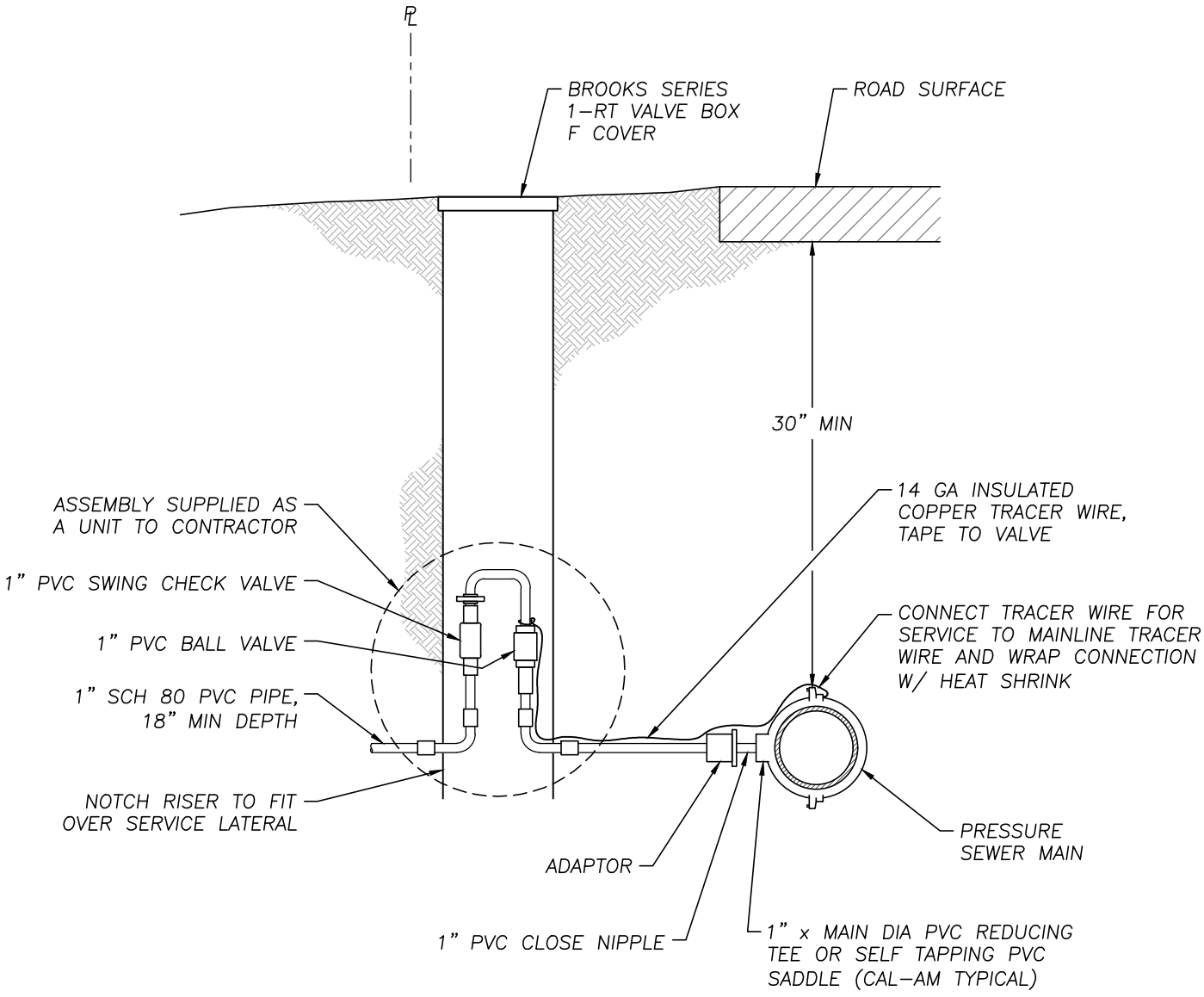
CONTACT NAME:	BUSINESS NAME: *(if applicable)*
MAILING ADDRESS:	MAILING ADDRESS CITY, STATE, ZIP:
PHONE NUMBER:	EMAIL ADDRESS:
Preferred method of contact: ☐ Phone ☐ Email ☐ Mail	
END OF LEASE DATE: *(if applicable)*	

OWNER INFORMATION ☐ *Same as Tenant*

CONTACT NAME:	BUSINESS NAME: *(if applicable)*
MAILING ADDRESS:	MAILING ADDRESS CITY, STATE, ZIP:
PHONE NUMBER:	EMAIL ADDRESS:
Preferred method of contact: ☐ Phone ☐ Email ☐ Mail	

BILLING INFORMATION: ☐ *Same as Owner* ☐ *Same as Tenant*

CONTACT NAME:	BUSINESS NAME: *(if applicable)*
MAILING ADDRESS:	MAILING ADDRESS CITY, STATE, ZIP:
PHONE NUMBER:	EMAIL ADDRESS:
Preferred method of contact: ☐ Phone ☐ Email ☐ Mail	

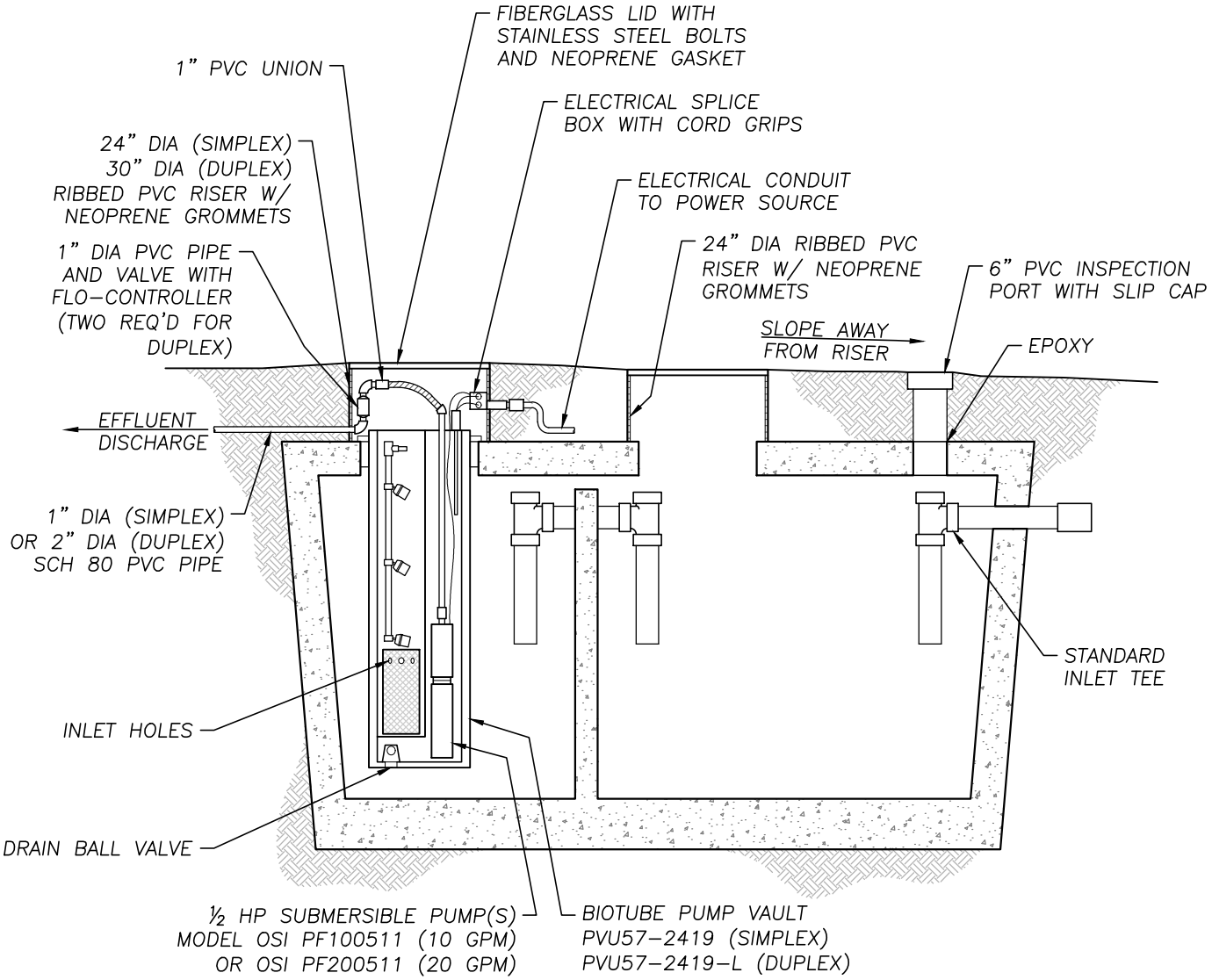


NOTE: FOR PRESSURE LINES AND VALVE ASSEMBLIES SERVING DUPLEXING PUMP SYSTEMS, PROVIDE 2" DIAMETER PIPES AND FITTINGS

MARION COUNTY DEPARTMENT OF PUBLIC WORKS

1" VALVE ASSEMBLY CONNECTION DETAIL

BROOKS COMMUNITY SEWER DISTRICT	DETAIL NO. 3	SCALE N.T.S.	SHEET 1 OF 1



GENERAL SEPTIC TANK NOTES:

1. LOCATE TANK IN NON-TRAVELED AREAS
2. HEAVY DUTY SEPTIC TANK REQUIRED FOR BURIAL DEPTH OF 3' OR GREATER
3. INSTALLATION OF SEPTIC TANK DEEPER THAN 5-FEET FROM THE TOP OF THE TANK TO THE GROUND SURFACE NOT PERMITTED UNLESS APPROVED BY THE DISTRICT

MINIMUM TANK SIZE REQUIREMENTS:

1. 1000 GAL SEPTIC TANK, 500 GAL DOSING TANK OR 1500 GAL BAFFLED TANK W/ SIMPLEX PUMP FOR SINGLE FAMILY RESIDENTIAL
2. 1500 GAL BAFFLED TANK W/ DUPLEX PUMPS FOR MULTI-FAMILY RESIDENTIAL, LIGHT INDUSTRIAL OR COMMERCIAL

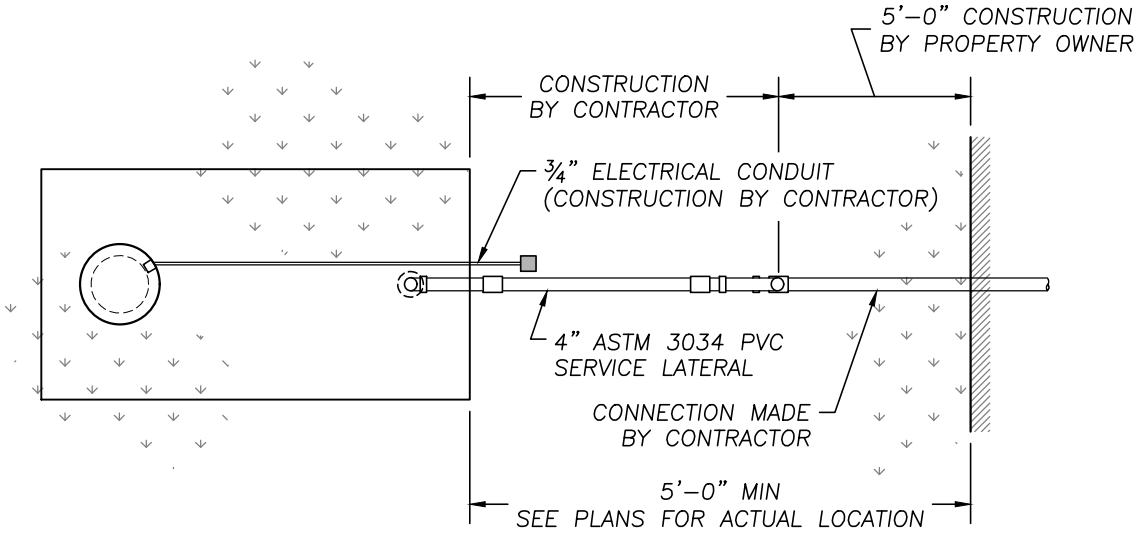
PUMP NOTES:

1. SINGLE FAMILY RESIDENTIAL: SIMPLEX PUMP SYSTEM
2. MULTI FAMILY RESIDENTIAL, LIGHT INDUSTRIAL, OR COMMERCIAL: DUPLEX PUMP SYSTEM

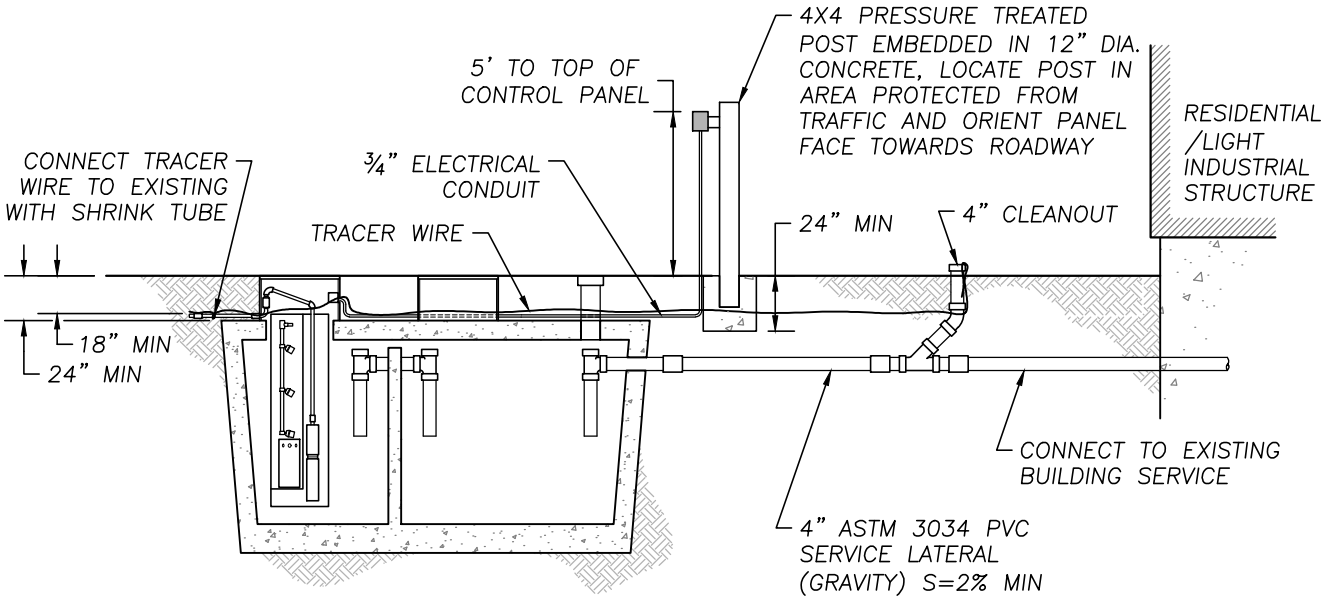
MARION COUNTY DEPARTMENT OF PUBLIC WORKS

TYPICAL PUMP CHAMBER 1500 GAL

BROOKS COMMUNITY SEWER DISTRICT	DETAIL NO. 1A	SCALE N.T.S.	SHEET 1 OF 1



PLAN



ELEVATION

GENERAL SEPTIC TANK NOTES:
1. LOCATE TANK IN NON–TRAVELED AREAS
2. HEAVY DUTY SEPTIC TANK REQUIRED FOR BURIAL DEPTH OF 3' OR GREATER
3. INSTALLATION OF SEPTIC TANK DEEPER THAN 5–FEET FROM THE TOP OF THE TANK TO THE GROUND SURFACE NOT PERMITTED UNLESS APPROVED BY THE DISTRICT

MINIMUM TANK SIZE REQUIREMENTS:
1. 1000 GAL SEPTIC TANK, 500 GAL DOSING TANK OR 1500 GAL BAFFLED TANK W/ SIMPLEX PUMP FOR SINGLE FAMILY RESIDENTIAL
2. 1500 GAL BAFFLED TANK W/ DUPLEX PUMPS FOR MULTI–FAMILY RESIDENTIAL, LIGHT INDUSTRIAL OR COMMERCIAL

PUMP NOTES:
1. SINGLE FAMILY RESIDENTIAL: SIMPLEX PUMP SYSTEM
2. MULTI FAMILY RESIDENTIAL, LIGHT INDUSTRIAL, OR COMMERCIAL: DUPLEX PUMP SYSTEM

MARION COUNTY DEPARTMENT OF PUBLIC WORKS

TYPICAL PUMP CHAMBER SINGLE TANK INSTALL

BROOKS COMMUNITY SEWER DISTRICT	DETAIL NO. 2	SCALE 1"=5'	SHEET 1 OF 1