



Umatilla County Public Health
Environmental Health for Umatilla, Morrow, & Gilliam
 200 SE 3rd St., Pendleton, OR 97801
 Phone: 541-278-6394 Fax: 541-278-5433
 Website: www.ucohealth.net E-Mail: Health@umatillacounty.gov



Repair/Alteration Permit

Completed Application Form and Fee		
Repair		Alteration
Single Family Dwelling: Major Repair - \$673.00 Minor Repair - \$383.00	Commercial Facility: Major Repair - \$1,165.00 Minor Repair - \$599.00	Major Alteration - \$691.00 Minor Alteration - \$392.00
Major = Modifications to full system, or drainfield only.		Minor = Modifications to Septic Tank only, or distribution technique.
Map to Your Property Draw your map on an 8.5 x 11 sheet of white paper. Include written directions to your property on the application page. If you have a large parcel, please also show how to find the disposal field area.		
Tax Lot Map Available from your local County Assessor's or Planning Department's office.		
Land Use Compatibility Statement Signed and approved by the local County and/or City Planning Department.		
Detailed Site Plan Show the location of all existing septic system components. Please include Test hole locations, existing structures, proposed structures, property lines, easements, existing and proposed wells, etc.		
Detailed Construction/Installation Plan		
Existing System Description The attached form needs to be filled out as completely as possible.		
Notice Authorizing Representative This must be filled out if the property owner is not submitting the application.		

<small>Office Use Only</small>		
Date Received: _____	Amount Paid: _____	Receipt: _____
Initial: _____		



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Application for Onsite Sewage Treatment System

Property Owner Information

Name _____ Mailing Address _____ Phone Number _____
 Note: If E-mail address is provided, all correspondence and permits will be sent electronically: _____
 E-mail Address _____

Legal Property Description

Township _____ Range _____ Section _____ Tax Lot _____ Tax Account Number _____ Acreage or Lot Size _____
 County _____ Subdivision Name _____ Lot _____ Block _____
 Property Address: _____ City _____ State _____ Zip Code _____
 Directions to Property: _____

Existing Facility/Proposed Facility/Water Information

Existing Facility: Single Family Residence Bedrooms: _____ Other: _____
Proposed Facility: Single Family Residence Bedrooms: _____ Other: _____
Water Supply: Public Private System Name: _____

Type of Application

Site Evaluation Renewal Permit Authorization Notice for:
 Construction Existing System Evaluation Connecting to an existing system not in use
 Permit Repair Permit Transfer The addition of one or more bedrooms
 Major Minor Permit Reinstatement Personal Hardship
 Alteration Permit Temporary Housing
 Major Minor Replacing a mobile home or house with another mobile home or house
 Other (please specify): _____

If the required fee and attachments are not included with this application, it will be returned to you as incomplete. Post a flag or sign with your name and address at the entrance to the property. Flag and number the test holes. By my signature, I certify that the information I have furnished is correct; and hereby grant Umatilla County Health Department and its authorized agents permission to enter onto the above property for the sole purpose of this application.

Signature _____ Applicant's Mailing Address _____
 Applicant's Name- Please Print Legibly _____ Date _____ E-mail Address _____
 Phone Number _____ Applicant is: Owner Authorized Representative
 Licensed Installer

Office Use Only Approved Denied
 Date Received: _____
 Amount Paid: _____
 Receipt: _____ Date: _____
 Initial: _____
 Rev 07/24

Authorized Form Attached: Yes No
 Installer's Name: _____



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Land Use Compatibility Statement

This form must be completed by the appropriate Planning Department to ensure the proposed activity is consistent with zoning and land use regulations. Please submit completed form to UCo Health.

Section 1: To be completed by the applicant:

Applicant Name: _____ Telephone: _____
 Mailing Address: _____ Email: _____
 City: _____ State: _____ Zip Code: _____

Property Information:
 Property Owner: _____ Physical Address: _____
 Township: _____ Range: _____ Section: _____ Tax Lot No: _____ Account #: _____
 Map: _____ Directions to property: _____

Describe the proposed use: (Use additional pages as needed)

1) _____

Section 2: To be completed by the Planning Department

Property Zoning: _____ Location is: Inside UGB Outside UGB

Subject to: County Jurisdiction Shared City/County Jurisdiction City Jurisdiction

Permit Not Required

Permit Required Zoning Permit Design Review Conditional Use Land Use Decision

Permit(s) Issued: _____

Print Name: _____ Title: _____

Planning Official Signature: _____ Date: _____

Telephone: _____ Email: _____

Test Pit Preparation for Onsite Sewage Evaluations

When do you need a “Test Pit?”

When you apply for a permit to construct an onsite sewage disposal system, a Umatilla County inspector will have to visit the proposed construction site. A *test pit* allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a “site evaluation.” A “Site Evaluation” requires 2 test pits at least 75 feet apart, in the area where the drainfield is to be installed.

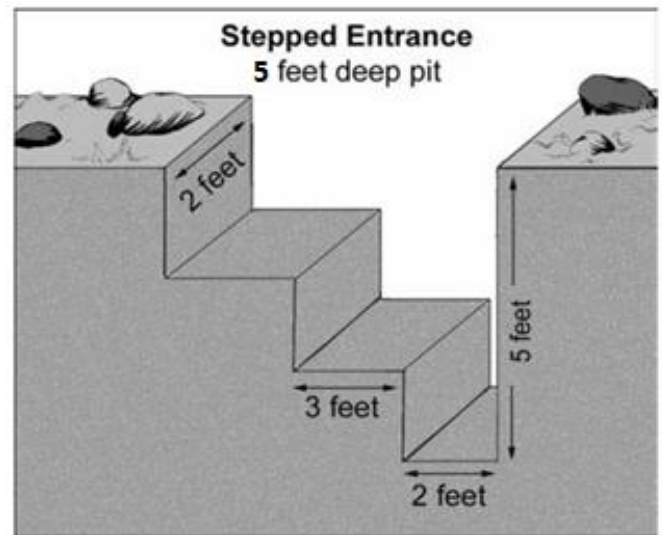
Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and shall not exceed 5 feet.
- In some instance, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

5 Foot test pits

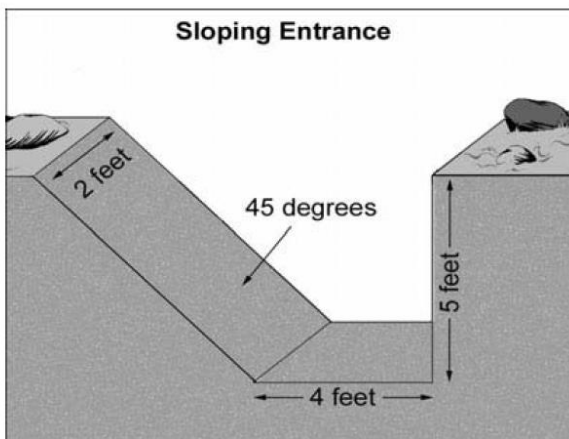
Only if requested by the inspector, test pits may need to be excavated to a depth of 6 feet as shown in the figure below:



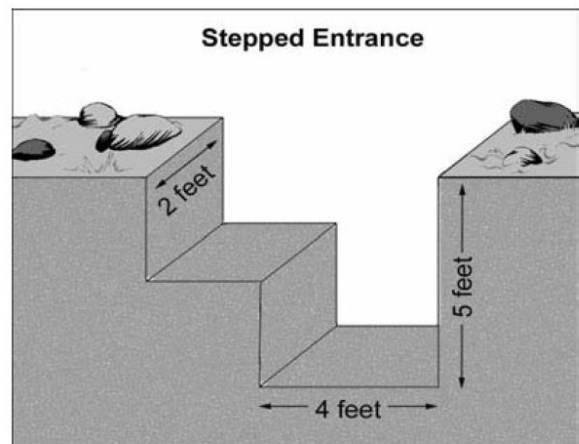
The entrance to a 5-foot test pit may be sloped or stepped as soil conditions warrant.

Providing Access to the Standard Test Pits

For easy access, one end of the test pit shall be either:

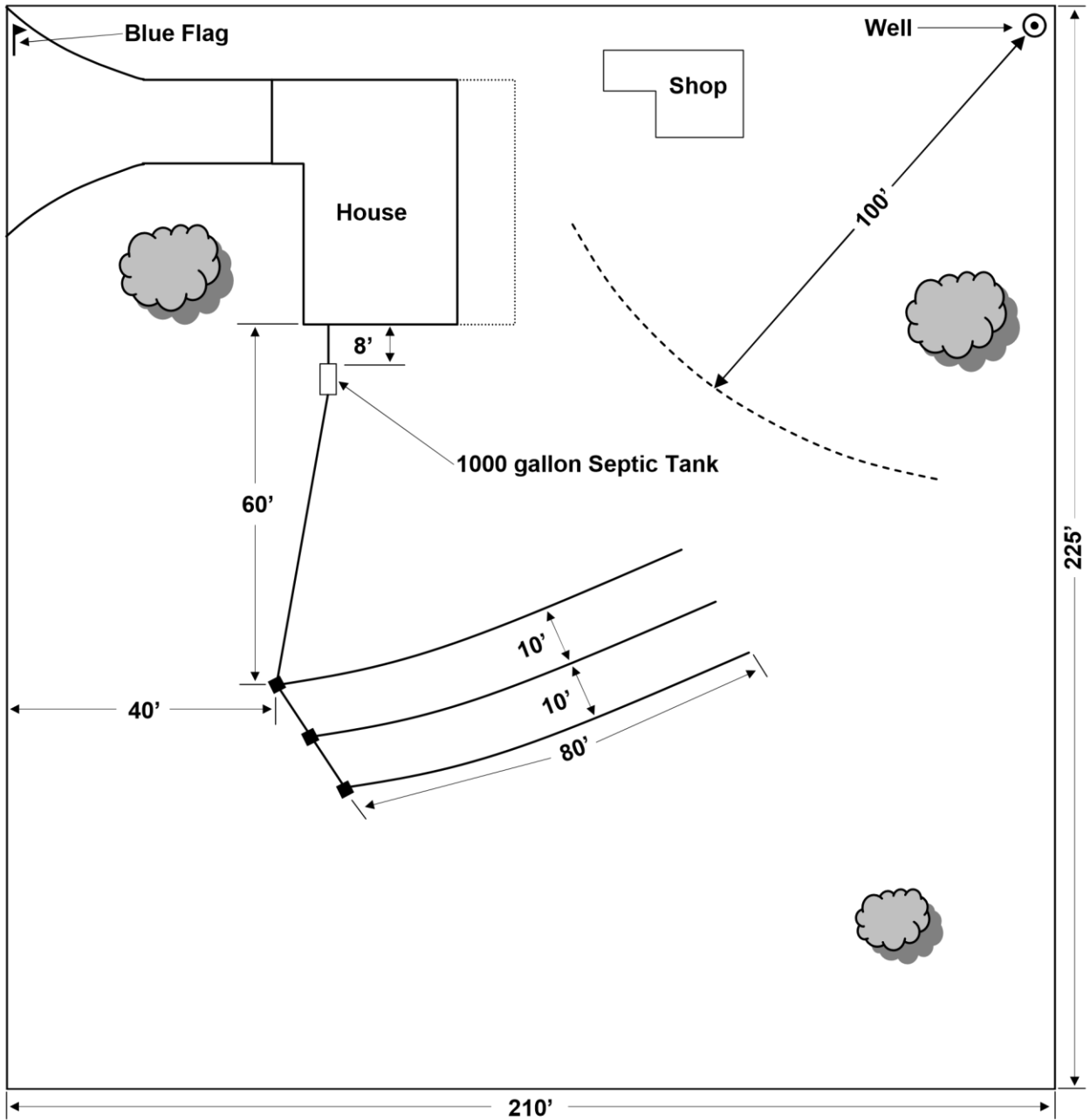


Sloped at approximately 45 degrees or less if the soils are dry or loose



Stepped when soils are wet

DETAILED SITE PLAN



Example



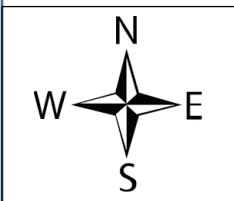
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Site Plan for Proposed Septic

Site Address: _____ City: _____

Please include locations for any Test Pits, existing structures, future structures, property lines, easements, existing and proposed wells, etc.





Existing Septic System Description

Please answer the following questions as completely as possible, and to the best of your knowledge.

1. Your existing septic system consists of (check all that apply):

- Septic tank
 Disposal trenches
 Capping fill
 Sandfilter
 Seepage
 Bed Cesspool or pit
 Unknown

Other (Describe) _____

2. When was your septic system installed? _____ (Date) _____ (Permit Number)

3. Tank material: Concrete Steel Plastic or Fiberglass Unknown

4. Septic tank volume (in gallons) _____

5. When was the septic tank last pumped? _____ Attach receipt if available.

6. Number of disposal trenches: _____

7. Total length of disposal trenches (in feet): _____

8. Do you propose to use the existing septic system? Yes No If yes, what part? _____

9. Is your septic system currently in use? Yes No If no, date of last use: _____

10. If the septic system currently serves as a dwelling:
 How many bedrooms are in the dwelling? _____ How many people occupy the dwelling? _____

11. How many bedrooms will be in the proposed dwelling? _____ How many occupants? _____

12. If the septic system serves a business:
 How many total employees are there? _____
 Type of business: _____

13. Is there a proposed change of use of your structure (home or business)? Yes No

If yes, please explain: _____

14. Provide a plot plan (sketch) on the reverse side of this form showing the best estimated or actual measurements that locate the existing septic tank and disposal trenches, property line, easements, existing structures, driveways, and water supply. Indicate the direction of north. If you are proposing to replace the septic system, indicate the test hole location.

By my signature, I certify that the above information and the plot plan on the reverse side of this form are accurate and true to the best of my knowledge.

 Signature of Property Owner or Legally Authorized Representative

 (Date)



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I, _____, have authorized
 (Property Owner/Print Name)

_____ to act as my agent in performing the activities necessary to obtain site evaluations,
 (Authorized Representative/Print Name)
 permits, and other onsite wastewater treatment program services provided by the Umatilla County Public Health on the property described in accordance with OAR chapter 340, division 071. I agree that any costs not satisfied by the Authorized Representative are my responsibility.

PROPERTY IDENTIFICATION:

 (Property Address or Street Name)

And described in the records of Umatilla County as:

Township ____ Range ____ Section _____ Map ID _____ Tax Lot #(s) _____

Township ____ Range ____ Section _____ Map ID _____ Tax Lot #(s) _____

PROPERTY OWNER:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

Email Address: _____

AUTHORIZED REPRESENTATIVE:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

Email Address: _____