



**ONSITE SANITATION** City of Portland – Bureau of Development Services  
 1900 SW 4<sup>th</sup> Avenue, Portland, Oregon 97201 – 503-823-6892 – TTY 503-823-6868 – www.portlandoregon.gov/bds  
**SEPTIC REVIEW CERTIFICATION (Land Use/Planning)**

Land Use/Planning and Zoning approval involving new construction or addition to any building(s), any change in use, and the creation of a new parcel or property line adjustment requires approval by the Sanitarian.

**STEP 1- Complete the following:**

Address of Proposed Work: \_\_\_\_\_

Property Map & Tax Lot #: \_\_\_\_\_ Alternate Acct #: R \_\_\_\_\_

Description of proposed work for this Septic Planning Review \_\_\_\_\_

Change in number of bedrooms?  Yes  No # of existing bedrooms \_\_\_\_\_ # of bedrooms at completion \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Permit No.

**STEP 2- Submit** with current **Sanitation Evaluation application**, for each lot affected along with all required checklist items listed on the application. Refer to the current Sanitation Evaluation application for current fee for Septic Planning Review "with site visit".

*Sanitation Evaluation Application available for download at [www.portlandoregon.gov/bds/](http://www.portlandoregon.gov/bds/) Septic – Sanitation Evaluation Application or Multnomah County Land Use Planning Office\*\**

Mail or deliver completed Sanitation Evaluation Submittal package to:  
 City of Portland, Bureau of Development Services, Trade Permits  
 1900 SW 4<sup>th</sup> Ave., First Floor, Portland, OR 97201  
 For questions please call 503-823-6892

Date

**STEP 3- Review:** After submittal, allow up to 20 business days for submittal application package review

**STEP 4- Site Visit:** Sanitarian will contact you with any questions and/or time of site visit

**STEP 5- Sign Off:** Based on present knowledge of the area, and current regulations of the State of Oregon Department of Environmental Quality (DEQ), the Sanitarian hereby finds that the above proposal is:

- Approved – will not impact the existing system. The following is **REQUIRED** prior to Building Permit issuance:
- Septic Installation Permit  Authorization Notice

Conditions/Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Multnomah County Sanitarian

\_\_\_\_\_  
 Date

**STEP 6- Return:** to Multnomah County Land Use Office with this signed form and site plan (floor plans if applicable)

1). **PURPOSE:** The Septic Review Certification (Land Use/Planning) form is the process to verify that the proposed development will not impact the onsite septic system or replacement area by checking for minimum setbacks from septic tanks and drainfields, and is required when:

A. No new connections are being made such as:

1. Change in footprint of existing structures (additions, decks, patios)
2. New structures (pole barns, sheds, garages, *replacement dwellings\**)
3. Any interior remodeling that adds or bedrooms\*
4. Any proposed replacement dwellings\*

*\*Require an Authorization Notice. Additional fees and plan submittals are required. Please refer to the Sanitation Evaluation application for requirements.*

B. Any newly created parcel(s)/lots(s)

1. Property line adjustments (PLA)
2. Land Divisions
  - Any new parcels or lots need an approved SER prior to Septic Review Certification
  - A separate Septic Review Certification is required for each lot affected

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2). **SUBMITTAL & SITE PLAN Requirements:**

Prepare a completed Sanitation Evaluation application packet to include **ALL** of the following:

**Forms**

- Completed Sanitation Evaluation application marked for Septic Planning Review with site visit
- Completed Authorizing Representative Form (For point of contact if applicant is NOT the owner)
- Septic Planning Review Form (green form)

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**Site Plan** (no larger than 11"x17") accurately scaled, legible and detailed showing **ALL:**

- Existing and proposed structures clearly marked on site plan
- Existing septic tank and drainfield, including replacement area, clearly marked
- All driveways, access roads, decks, patios, pasture, outbuildings, etc
- Stormwater disposal location(s) for each structure or impervious area within 50' of septic system
- All private wells onsite and within 100' of the drainfield
- Show water line from identified water source  public  private
- Drainageways/creeks/streams or seasonal wet depressions (if applies)
- North arrow
- Topographic contours or direction of slope
- Date plan prepared and signature of preparer

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**Floor plans** (8½ x 11") of all existing and proposed buildings and/or additions  
*(may be hand drawn, showing room identification)*

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**Property address assigned by Multnomah County** for all newly created or redeveloping parcels within rural Multnomah County

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**Submit the COMPLETED** application package along with **current fee** listed on the Sanitation Evaluation Application form.

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**NOTE:** • **NO** plans larger than 11" x 17" will be accepted

# The City of Portland Bureau of Development Services Center Trade Permits

The Bureau of Development Services, Permit Center (DSC) Trade Permits counter is designed to provide you with all the expertise you will need to complete the Portland permitting processes quickly and efficiently.

**Hours:** Monday through Friday - 8:00 am – 3:00 pm (close at 12:00 pm on Thursday).  
The DSC staff serves customers on a first come, first serve basis.

We have staff to answer your permit process, land use, research and code questions. Please call the appropriate number listed below. If someone is not immediately available, please leave a voicemail; including address, project description and contact information along with any additional information. Messages are generally returned within two business days.

Permitting Services	503-823-7310
Resource/Records	503-823-7660
Septic/Onsite Sanitation	503-823-6892 ( <i>septic related inquiries/projects only</i> )

## **Location & Parking:**

The DSC is located in Portland at 1900 SW 4<sup>th</sup> Avenue on the First Floor.

We are located in the Portland State University area of SW Portland, just off of the I-405 freeway. There is a parking garage located under the building, a parking lot for larger vehicles across SW 4<sup>th</sup> Avenue and on-street metered parking. 2014

