



ONSITE SANITATION City of Portland – Bureau of Development Services
 1900 SW 4th Avenue, Portland, Oregon 97201 – 503-823-7300 – septic@portlandoregon.gov
SEPTIC REVIEW CERTIFICATION

A signed Septic Review Certification from the City of Portland / Multnomah County Septic Sanitarian is required for proposed development, any change in use, and the creation of a new parcel or property line adjustment.

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 # existing bedrooms _____ # bedrooms at completion _____

Applicant's Name _____

Applicant E-mail _____ Phone _____

Permit No.

STEP 2- Submit: This form with all required submittals listed on page 2. Separate properties require individual applications. Refer to the current [Septic Evaluation Application](#) for fees.

Submit complete Septic Review Certification submittal package via:

- E-mail septic@portlandoregon.gov. Information will be provided to make payment online. - OR -
- Mail completed submittal package and check **payable to City of Portland** to:
 City of Portland, BDS, Site Development, 1900 SW 4th Ave., Portland, OR 97201

Date

STEP 3- Review: After submittal and payment, allow up to 20 business days for plan review

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

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 Planning with this signed form and site plan (floor plans if applicable)

1) **PURPOSE:** The Septic Review Certification process verifies that the proposed development will not impact the septic system or replacement drainfield area by reviewing for minimum setbacks from septic tanks and drainfields. It is required when:

A. Exterior or interior development is proposed, such as:

1. Change in footprint of existing structures (additions, decks, patios)
2. Grading, paving, or retaining walls
3. New structures (pole barns, sheds, garages, *replacement dwellings**)
4. Any interior remodel that adds basement-level plumbing or *bedrooms**

**Requires an [Authorization Notice](#). Additional fees and plan submittals are required. Please refer to the [Septic Evaluation Application](#) for requirements.*

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

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

2) **SUBMITTAL Requirements:**

Contact Septic Sanitation 503-823-7300 or septic@portlandoregon.gov with any questions

A complete Septic Review Certification packet includes **ALL** of the following:

Forms to be completed:

- [Septic Evaluation Application](#) marked for Septic Review Certification with site visit
- Completed [Authorizing Representative Form](#) (For point of contact if applicant is **NOT** the owner)
- Septic Review Certification Form with Step 1 completed

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 future replacement drainfield area
- All driveways, access roads, decks, patios, pasture, outbuildings, etc.
- Stormwater disposal location(s) for impervious surface/structures within 50' of septic system
- All area wells within 100' of the drainfield
- Show water line from identified water source public private
- Drainageways/creeks/streams or seasonal wet depressions (if applicable)
- Property lines
- Date plan prepared, signature of preparer, and north arrow

Floor plans of all existing and proposed buildings and/or additions – include room identification

Submit the COMPLETED application package

- **Via email to:** septic@portlandoregon.gov

Once a complete application is received, an evaluation number will be set up and information to pay online will be provided. Once payment is posted, the project will be put in a queue for review.

- **Via mail to:** City of Portland, BDS, Site Development, 1900 SW 4th Ave., Portland, OR 97201

*Once a complete application is received with a **check payable to City of Portland**, an evaluation number will be set up and put in a queue for review. Refer to the current [Septic Evaluation Application](#) for fees.*

Allow up to 20 working days after complete submittal and payment for review of your application