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Tillamook Oregon 97141

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Planning (503) 842-3408  
On-Site Sanitation (503) 842-3409  
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*Land of Cheese, Trees and Ocean Breeze*

**INSTRUCTIONS FOR SEPTIC SYSTEM CONSTRUCTION/INSTALLATION PERMITS**

Dear Applicant:

You are requesting that the Tillamook County Community Development Department, On-Site Sanitation Division to release a septic system permit for the construction/installation of a new septic system. Please refer to your Site Evaluation Report since it shows the approved disposal field location, the type of approved system and other construction details. In order for our staff to complete this process, it will be necessary for you to complete and submit ALL of the following items:

1. **Completed Application Form and Fee:** Incomplete applications will be returned. Forms and fees are available from office or online.
2. **A Favorable Site Evaluation Report:** This document should be on file in the Department's Central Region office. If there is no report, you will need to apply for a site evaluation report and receive favorable findings before submitting a permit application.
3. **Tax Lot Map:** Obtain a copy at a title company or the County Assessor's office. (Omit the tax lot map if you attached one to your site evaluation application and the property area has not been modified.)
4. **Vicinity Map:** Show how to get to your property. This can be a copy of a county road map, a U.S. Geological Survey quadrangle map, or a hand drawn sketch. If your property is remote or hard to find, please describe in writing how to find it. Please flag the entrance to your property. (Omit the vicinity map if you attached one to your site evaluation application.)
5. **Land Use Compatibility Statement:** Complete upper half, lower portion to be completed by a land use planner.
6. **Site Development Plan:** Draw a site plan with actual measurements that shows existing and proposed locations of all building, roads, driveways, property lines, easement, wells and springs within 200 feet, surface water bodies and other physical features. Show the exact location you propose to locate the septic tank, distribution box or drop boxes and disposal lines. Show the proposed elevations of the building sewer, the inlet and outlet of the septic tank, the distribution box or drop boxes, the bottom of each disposal trench and the ground adjacent to each disposal trench.

Processing of a completed application takes a minimum of two (2) weeks. Should questions arise, please feel welcome to contact the Tillamook County Community Development Department, On-Site Sanitation Division at (503) 842-3409.

Thank you.