

KLAMATH COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
ON-SITE SANITATION DIVISION
305 Main Street, Klamath Falls, OR 97601-6332
Telephone: 541-883-5121 (option # 6) or 800-378-1304 (option # 6)
FAX: 541-885-3644

STANDARD SEPTIC SYSTEM PERMIT

STANDARD PERMIT TO CONSTRUCT FEE: \$1,108.00
(First 1,000 gallons projected daily flow – each additional 500 gallons \$96.00)

1. Permits are only issued for sites with a favorable site evaluation.
2. Obtain an application from On-Site Sanitation and provide the following information:
 - a. Complete the top section with the owners name, mailing address, phone; legal description: (T)ownship, (R)ange, (Section), Tax Lot Number, lot size, (lot and block numbers and subdivision if applicable) and signature.
 - b. Give drinking water source, indicate whether private or public water system; your proposed land use, and number of bedrooms if a single family home.
3. Contact Klamath County Planning about obtaining a Site Plan Review (**Land Use Compatibility Statement**). **The Land Use Compatibility Statement is required before a permit can be issued.**
4. Prepare a DETAILED PLOT/SITE PLAN to include elevation levels of septic tank outlet and drainlines. An example of a detailed plot/site plan follows and includes other information required. Plot plan must show all existing and proposed developments on the property. This would include placement of the residence, septic system, well(s), driveway, outbuildings, etc. Show placement of the drainlines in the approval area, and show test hole locations as well as the area reserved for the replacement system. Sign and date the bottom of the plot plan. **The detailed plot plan must be stamped and signed off by Planning before we can accept it.**
5. Application and attachments can be forwarded to us by the Planning Department, mailed, or hand delivered. All information must be completed before the application will be processed. Incomplete applications will be returned to the applicant or held in a pending file.
6. A site visit may be necessary prior to permit issuance. Any work, even digging trenches or a hole for the tank, must be performed by a **LICENSED INSTALLER OR PROPERTY OWNER**. “Self-Installers” guidelines are available from this office. Please be aware that permits are only valid up to one year from the date they are issued.
7. After the system is installed, submit an Inspection Request (As Built) to this office. We will inspect the system within seven days, and if no correction is needed, the system may be covered. A Certificate of Satisfactory Completion will be mailed to you.
8. After the installation permit is issued, a building/placement permit may be purchased from the Building Department. They will require the stamped/signed plot plan and the Land Use Compatibility Statement, both of which must be signed off by Planning and On-Site Sanitation.
9. If the permit expires before work is completed, the full purchase price is due before a new permit will be issued. A reduced rate is charged if the permit is renewed before the expiration date.