

# Alteration Permit Guide for Septic Systems

## Alteration Permits

Minor Alteration permits are for changes to an existing system that do not involve the drainfield. Changes in tank location or effluent sewer would be considered a minor alteration.

Major Alteration permits are for the expansion, or the change in location, of an existing system that involves the drainfield, treatment unit, or any part thereof.

Click on blue links below to access forms and example documents.

## Items required to process your application

1. Application form and fee: Please make sure your [application](#) is complete. Incomplete applications cannot be accepted and will be returned.
2. [Vicinity/Locator map](#): Please provide your address or specific GPS coordinates and a link to the Google map. On large parcels or in remote areas where the site is difficult to find, please upload to your application record a drawing that shows how to find your site and provide flagging at the entrance to your property.
3. [Alteration Permit Site Plan](#): Draw and upload a site plan from actual measurements of the existing development. Draw any proposed changes and show the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, water lines, drainage areas and other physical features. Be sure to show the location of the septic tank, distribution box or drop boxes, drainfield and any other components, and the test pit.
4. [Tax lot map](#): This map may be obtained at the local county assessor's office or planning department. Tax Lot maps are [online](#).
5. [Land Use Compatibility Statement or County planning approval](#): This must be approved and signed by your county and/or city planning department.
6. [Notice Authorizing Representative form](#): Required if someone other than the property owner is submitting the application.
7. [Existing Septic System Description form](#): Fill out and upload the existing septic system description form, as completely as possible.
6. Expose existing system:  
If required by the inspector,
  - Uncover the septic tank lid, but don't remove the lid.
  - Uncover the distribution box or drop boxes, but don't remove lids.
  - The inspector may require other components to be exposed
8. [Test pit](#): Major Alterations may require at least one test pit to be dug in the proposed area for the new drainfield. Check with the inspector to determine if this is required before submitting a permit application.



State of Oregon  
Department of  
Environmental  
Quality

## Onsite Program

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DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.

Test pits should be dug in accordance with guidelines described in, [Test pit preparation for Onsite Sewage Evaluations](#): A test pit may not be necessary if applying for a minor alteration.

9. [Detailed Construction/ Installation Plan - Equal Distribution:](#)  
[Detailed Construction/ Installation Plan - Serial Distribution:](#)

This needs to be completed and uploaded after the site is inspected, and it has been determined what construction/ installation will be completed. [Equal Distribution Example;](#) [Serial Distribution Example.](#)

Other information: Please include your name, township, range, section, and tax lot on all maps and drawings that you submit.

[Apply online.](#) You can also mail or hand-deliver the [application.](#) fee and attachments to the appropriate DEQ regional office.

**Accessibility**

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us.](mailto:deqinfo@deq.state.or.us)