



COMMUNITY DEVELOPMENT DEPARTMENT

Tank Abandonment Form

Instructions

- A licensed sewage disposal service must completely pump the tank(s) contents.
- Upload a copy of the **pumper's receipt AND this form** to the permit on your Oregon ePermitting account: <https://aca-oregon.accela.com/oregon/Default.aspx>
- Schedule an inspection online once the void or tank has been filled but prior backfilling.
- Once the inspection conducted by Deschutes County is complete and approved, you may cover the area of the decommissioned tank. The inspection results will be sent to you. **Note: If you are connecting to City sewer, make sure a Deschutes County inspector approves the inspection prior to backfilling.**
Photos may be submitted in lieu of physical inspection. See guide on second page for details.

Select 1 of the following 3 options (REQUIRED):

☐ **Removal** Check with the local landfill or local recycler before transporting the old tank. Not all locations are approved to accept used septic tanks. If it is not obvious, mark or flag the location where the tank was located prior to requesting an inspection.

☐ **Fill in place** The top of the tank shall be removed before filling. Destroy steel or plastic tops and cave in concrete lids. Fill tanks with sand or bar-run gravel and pack the tank so as to eliminate voids. For inspection, fill tanks to the tops of the vertical sides and request an inspection using the instructions below.

☐ **Crush and bury** After pumping the tank, crush the tank so that there are no void areas. Leave the crushed tank visible for the inspection.

Request Inspection (REQUIRED)

To request an inspection, the following must be completed:

- ✓ Check the appropriate boxes above,
- ✓ Fill out the location and permit # below,
- ✓ Attach a copy of the receipt from the pumper,
- ✓ And sign and turn this form.

Inspections may be requested at <https://aca-oregon.accela.com/oregon/Default.aspx>.

A. Permit and Applicant Information	
Property Address:	Existing Septic Permit #:
Applicant Name:	Phone #:
B. Reason for Abandonment	<input type="checkbox"/> Connecting to Sewer <input type="checkbox"/> Installing new tank <input type="checkbox"/> Other _____

I certify that the above information is true and complete to the best of my knowledge and that the decommissioning of this septic system on the above stated lot has taken place in accordance with the above procedures and the OAR 340-71-0185 requirements.

Contractor's Signature_____



Photos in Lieu of Inspection

Photos may now be submitted in lieu of physical inspections. In order to be accepted, photos of the following are required:

1. The tank location exposed and unaltered
2. The tank lid crushed and the tank filled with either sand or soil, OR the entire tank crushed, OR the tank removed.
3. The tank hole backfilled.

After uploading photos, you must still schedule an inspection via ePermitting.

PLEASE NOTE: If these items are not provided, and you submit photos in lieu of inspection, we may not be able to approve the abandonment without a site visit and re-excavation of the tank.