



Tank Abandonment Instructions for Connecting to City Sewer

Instructions

1. Apply for an Onsite Permit through Deschutes County online: <https://aca-oregon.accela.com/oregon/>
2. Sign and upload this form to the Onsite Permit Application via Oregon ePermitting site.
3. Apply for the appropriate sewer connection permits through the City.
4. A blank Tank Abandonment form will be uploaded to the documents section of your Onsite Permit once the permit is issued. After the septic tank is properly decommissioned, upload the completed Tank Abandonment Form and a copy of the pumper's receipt to the permit.
5. Schedule a Final Septic inspection with Deschutes County: <https://aca-oregon.accela.com/oregon/Default.aspx>. *(Note: an inspection by the City does not count as a Deschutes County inspection. You must schedule an inspection under the Deschutes County Onsite Permit).*
6. Once the Deschutes County inspection is complete and approved, you may cover the area of the decommissioned tank. A copy of the approved inspection results will be sent to you.

Please check the following boxes and sign below:

- I acknowledge that I have read the instructions above for abandoning a septic tank within the City.
- I understand that an inspection conducted by Deschutes County is required in order to complete the Tank Abandonment/Onsite permit. An approved inspection by the City does not replace an approval by Deschutes County.
- I understand that failure to properly close the permit without an approved Final Septic inspection from Deschutes County would be violating OAR 340-71-0185 requirements.

Applicant's Signature _____