



DESCHUTES COUNTY  
COMMUNITY DEVELOPMENT  
PO Box 6005, Bend, Oregon 97708  
117 NW Lafayette Avenue, Bend, OR 97701  
Telephone (541)388-6575, Fax (541)385-1764

Permit # \_\_\_\_\_

## Authorization Notice Application

An Authorization Notice is a process to determine if an existing onsite wastewater treatment system (septic system) is adequate for a specific proposed use. Authorization is required when 1) placing an existing system greater than five years old into service, 2) re-connecting to an existing system (i.e. replacing a manufactured home), or 3) changing the use of or increasing the projected daily sewage flow into an existing onsite wastewater treatment system.(i.e. bathroom in a shop)

Property Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note:** *If adequate septic records do not exist, you **may** be required to expose the entire top of a septic tank, junction boxes, the beginning and end of each drain line, and/or dig test pits.*

**Items needed to process this application:**

- A completed application form with correct fee.
- Two detailed site plans which show all existing and proposed development including *all* existing septic systems and potential replacement areas with distances and setbacks indicated.
- If the property is in a city, then attach a “Building Permit Release/Septic Authorization” form signed by the city planning and engineering staff. Land use approval is required prior to granting authorization.

**Existing uses connected to the existing septic system:**

**Primary dwelling:** sq. ft. \_\_\_\_\_ # bedrooms \_\_\_\_\_ # bathrooms \_\_\_\_\_ total occupants \_\_\_\_\_

Describe other structures & their uses currently connected to the existing system:

\_\_\_\_\_  
\_\_\_\_\_

**Proposed additions:** \_\_\_\_\_

**Primary dwelling total (after additions/changes):** sq. ft. \_\_\_\_\_ # bedrooms \_\_\_\_\_  
# bathrooms \_\_\_\_\_ total occupants \_\_\_\_\_

Describe other structures & their proposed use to be connected to the existing onsite system:

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**Check what is planned or expected below:** *(Note: existing steel tanks must be replaced)*

- \_\_\_\_\_ Use existing system as-is. (No existing steel septic tank)
- \_\_\_\_\_ Use existing system but replace existing steel septic tank (include on plot plans)
- \_\_\_\_\_ Alter the existing system other than a tank replacement
- \_\_\_\_\_ Install a complete new septic system

**Note:** *If it is determined that a new system (or alteration of the existing system) is required, then please be aware that additional permit fees **may** be required.*

**Sewage Ejector Pump (existing or proposed):**

A sewage ejector pump is a plumbing fixture that lifts sewage to the septic tank. If a sewage ejector is present or necessary this affects the septic tank requirements. Please include this information in the application. *Is a sewage ejector pump present or proposed for this project? Yes or No*

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**Commercial Use:**

If the existing or proposed use is for a potential commercial use (e.g. dog kennel operation, child daycare, warehouse business, home occupation (such as for retailing food, hair salon, or other business), then please include a detailed description of the existing and proposed uses on separate paper. If the use is changing from a residential to a commercial use, then please attach a detailed description including information about the proposed operation, number of employees and specific information regarding wastewater characteristics and the size of the flow.

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Signature of property owner or legal representative

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Printed name of property owner or legal representative

Date application signed: \_\_\_\_\_

***\*Signor affirms that all information provided in this application is complete and accurate and does not contain omissions.***