

STATE OF OREGON
DEPARTMENT OF HUMAN SERVICES
DRINKING WATER PROGRAM
800 NE Oregon Street Rm 611, Portland OR 97232-2162
(503) 731-4899 Fax (503) 731-4077

PLAN REVIEW REQUIREMENTS

- Part 1 - New Systems**
- Part 2 - Plan review**
- Part 3 - Additional Requirements for Wells**

Part 1.

**REQUIREMENTS FOR NEW SYSTEMS PLAN SUBMISSION AND REVIEW
DRINKING WATER PROGRAM**

- I. Plans must be submitted to and approved by the Division *prior to construction* of a new system. (System cannot be used until all Capacity Requirements are completed.)
- II. Plans must be prepared by a professional engineer (Oregon registered).
- III. Plans must include the following (refer to Construction Standards for technical details):
 - A. Sufficient details with specifications.
 - B. Report on quality and quantity of proposed source of water. This is to include required water quality testing completed and reviewed to meet MCLs, performance requirements.
 - C. Estimates of system demand.
 - D. Vicinity map.
 - E. Owner's name and address.
 - F. Proper procedures for cleaning and disinfecting.
 - G. Water use meters included in the construction plans and specifications- installed
- IV. A Land Use Compatibility Statement, or equivalent documentation, approved by the local planning authority must accompany the plans.
- V. Copy of water right permit from water resources department-adequately covers all sources to be used.
- VI. Submit the appropriate plan review fees (pg 3)
- VII. Certification that the project has been constructed in compliance with the plans as approved, or if there are any changes, as-built plans will be submitted.
- VIII. Engineering master plan/feasibility study initiated by new system-Engineer identified
- IX. Designated operator meets minimum certification requirements. Management/ownership identified.
- X. Water management and conservation plan submitted for inspection, or a statement from the new water system that the water management and conservation plan is not required- OWRD concurrence.
- XI. Copy of water rates structure and financial plan review by OECD or PUC - meet minimum requirements.
- XII. Capacity Assessment report of deficiencies completed - report sent to water system with final plan review approval.

Part 2

REQUIREMENTS FOR PLAN SUBMISSION AND REVIEW DRINKING WATER PROGRAM

- I. **Plans must be submitted to and approved by the Division *prior to construction* of a new system or major additions or modifications to existing systems.***
- II. Plans must be prepared by a professional engineer (Oregon registered).
- III. Plans must include the following (refer to Construction Standards for technical details):
 - A. Sufficient details with specifications.
 - B. Report on quality and quantity of proposed source of water.
 - C. Estimates of system demand.
 - D. Vicinity map.
 - E. Owner's name and address.
 - F. Proper procedures for cleaning and disinfecting.
- IV. A Land Use Compatibility Statement, or equivalent documentation, approved by the local planning authority must accompany the plans.
- V. Copy of water right permit from water resources department (if required).
- VI. Submit the appropriate plan review fees
- VII. Certification that the project has been constructed in compliance with the plans as approved, or if there are any changes, as-built plans will be submitted.

Part 3

ADDITIONAL REQUIREMENTS FOR WELLS

- I. *Prior to drilling* a well a site plan needs to be submitted showing:
 - A. Site location.
 - B. Topography.
 - C. Drainage and flood plain information.
 - D. Surface water sources within 500' of proposed well site.
 - E. Well drilling specifications.
 - F. The well's proximity to sanitary hazards (septic tanks, sewers, drainfields, underground storage tanks).
 - G. Ownership.
 - H. Location of project on a USGS topographical map.
- II. After the well is drilled, submit the following:
 - A. Well driller's report.
 - B. Well pumping test.
 1. Static water level.
 2. Pumping rate.
 3. Drawdown and rate of recovery.
 - C. Pump performance data.
 - D. Water quality analysis.
 - E. Structure detail (well house, slab, drainage, pipe to waste, etc.).
 - F. Plans and specifications for connection of new well to system.

* "Major Additions or Modifications" means changes of considerable extent or complexity including, but not limited to, projects involving water sources, treatment facilities, facilities for continuous disinfection, finished water storage, pumping facilities, transmission mains, and distribution mains, except main replacements of the same length and diameter.

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Please make checks payable to “**D H S, Health Services**”

Send plans and required information to:

D.H.S. - Drinking Water Program
Attn: Marsha Fox
800 NE Oregon St., Ste 611
Portland OR 97232-2162

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Nature of Plan	Community Water System	Non-Community Water System
Water source	\$200	\$50
Water treatment (full)	\$200	\$50
Disinfection only	\$50	\$15
Corrosion Control only	\$50	\$50
Distribution & storage	\$200	\$50
Distribution only	\$200	\$50
Storage only	\$200	\$50
Combination two or more	\$250	\$50
Master plan	\$250	\$50
Corrosion Control study	\$250	\$250
As-built plans	No fee if original plans reviewed certification statement	