

# Authorization Notice

## Do I need an Authorization Notice?

An Authorization Notice is required when you proposed *to reconnect* to the septic system, when there is an *increase in flow*, or when there is a *change in use* (from residential to daycare, for example)

## Application

To apply for an Authorization Notice submit a scale plot plan, showing all current and proposed development, and an accurate diagram of the existing septic tank and drainfield. Please stake out proposed new addition in the field. The system may have to be exposed, as below.

## System components must be uncovered for review if:

- We don't have a record of the septic system on file at the county.
- The new proposal (foundations or partition, for example) appears to conflict with minimum required setbacks to septic components (5 ft to the tank and 10 ft to the drainfield).
- The system is not in current use and was installed more than 5 years ago.
- The system was installed more than 10 years ago, whether in current use or not.

## Uncovering the system

Uncover the inlet and outlet of the septic tank, the distribution box or drop boxes, and stake the far ends of each line.

## Test holes must be provided if new or additional drainfield area will be installed

Test holes must be **2x3x5** ft deep. For safety they must either have a sloped or stepped entrance. (see the reverse side for a diagram.) Soil spoils must be placed a few feet from the edge of test holes.

## Evaluation Results

Based on the site review, the Soils staff may require that the septic components be moved, replaced or supplemented. Any septic system construction will depend on the analysis of the test pits and other site conditions. Other than maintenance (pumping the tank or removing roots from any components) all work on the septic system must be done under a permit.

## Altering the septic components

Minor changes to a septic system can be done under an alteration permit. If more than 50% of the drainfield is affected or if there is an increase in flow greater than 300 gallons per day or 50% of the system capacity (which ever is less), a Soil Feasibility Study, rather than an Authorization notice, is required and new construction permit, rather than an alteration permit will be required.

Time restraints make appointments impossible; however we will complete the review as soon as we can. You will be notified by our findings via mail. **A fee of \$590.00 will be required at time of application.**

Thank you,  
Water Environment Services  
Clackamas County Soils Office  
150 Beaver Creek Road  
Oregon City, OR 97045

# Fact Sheet

## Test Pit Preparation for Onsite Sewage Evaluations



State of Oregon  
Department of  
Environmental  
Quality

Water Quality  
Onsite Program  
811 SW 6th Avenue  
Portland, OR 97204  
Phone: (503) 229-5696  
(800) 452-4011  
Fax: (503) 229-5850  
[www.deq.state.or.us](http://www.deq.state.or.us)

### When do you need a "Test Pit?"

When you apply for a permit to construct an onsite sewage disposal system, a DEQ or County inspector will have to visit the proposed construction site. A *test pit* allows the inspector to test and examine the soil and soil layers and will help determine if it is appropriate to proceed with construction. This process is often referred to as a "site evaluation."

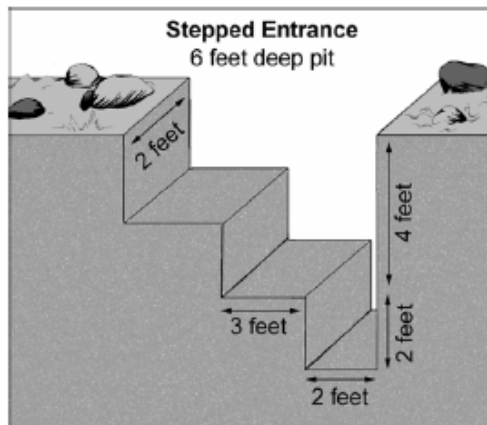
### Preparing the test pit

To provide for pit stabilization and safe access, standard test pits for site evaluations must be prepared in the following manner:

- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and shall not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

### 6 -Foot test pits

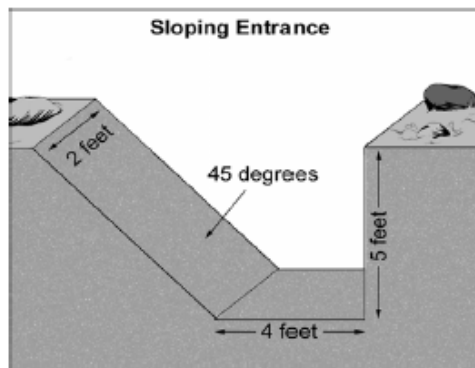
At the *request of the inspector*, test pits may need to be excavated to a depth of 6 feet as shown in the figure below:



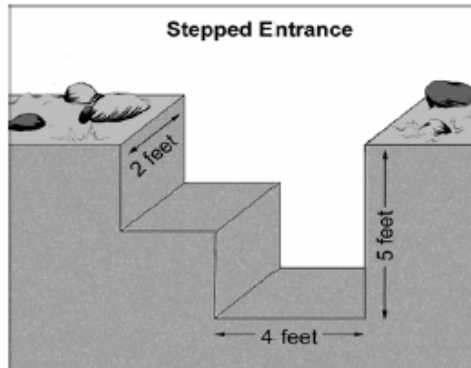
*The entrance to a 6-foot test pit may be sloped or stepped as soil conditions warrant.*

### Providing Access to the Standard Test Pits:

For easy access, one end of the test pit shall be either:



*Sloped at approximately 45 degrees or less if the soils are dry or loose.*



*Stepped when soils are wet.*

All spoils need to be a minimum of 2 feet from the pit edge.

Learn more about Oregon's Onsite Sewage Treatment and Disposal Program and locate a local onsite representative. Contact DEQ or visit DEQ's Onsite web page at:

<http://www.deq.state.or.us/wq/onsite/onsite.htm>

Last Updated: 10-29-02  
By: Bobbi Koch

Rev. 02/06/2012