



TO REQUEST A SEPTIC INSPECTION:

1. Install the septic system as indicated on the construction detail sheet, but DO NOT BACKFILL the system.
2. Complete the *Inspection Request Form* and *As-Built Drawing Form* attached. Make sure the as-built drawing is signed by the installer of the septic system.
3. Fax the *Inspection Request Form*, *As-Built Form*, *Abandonment Certificate* (if required) and *pump receipt* (if required) to (503) 742-4565 BEFORE 6:00am of the day the inspection is requested.
4. Call the IVR inspection line at 503-742-4720 BEFORE 6:00am and follow the steps listed on the back of you permit/receipt.
(For pre-construction stake out inspections, skip steps 1-3. Please make sure the stake out drawing has been submitted and call the IVR system for inspection).