

Alteration Permit Guide for Septic Systems

Alteration Permits

Minor Alteration permits are for changes to an existing system that do not involve the drainfield. Changes in tank location or effluent sewer would be considered a Minor Alteration.

Major Alteration permits are for the expansion or a change in location of an existing system that involves the drainfield.

Items required to process your application:

1. Completed [application form](#) and fee: Please make sure your application is complete. Incomplete applications will be returned.

2. A [vicinity / locator map](#): On an 8½-by-11-inch sheet of white paper, show how to get to your property. If your property is remote or hard to find, please describe in writing how to find it and flag the entrance to your property.

3. A [detailed site plan](#): Please draw a site plan from actual measurements of the existing development and any proposed changes that shows the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, drainage areas and other physical features. Please be sure to show the location of the septic tank, distribution box or drop boxes, drainfield and test hole(s).

4. A [tax lot map](#): This map may be obtained at the local county assessor's office or planning department.

5. [Land use compatibility statement](#):

This must be signed by your county and/or city planning department.

6. [Existing septic system description](#):

Please fill out the existing septic system description form as completely as possible and to the best of your knowledge.

7. [Location of existing system](#): If required by the inspector:

- Uncover the septic tank lid. (Do not remove the lid.)
- Uncover the distribution box or drop boxes.
- Other components may be exposed, if necessary and required by the inspector.

8. [Test holes](#): Major Alterations may require that at least one test hole be dug in the proposed area of the new drainfield. Check with the inspector to determine if this is required prior to permit application. Test hole(s) should be dug in accordance with guidelines described in the fact sheet, ***“Test Pit Preparation for Onsite Sewage Evaluations.”*** If applying for a Minor Alteration permit, a test pit may not be necessary. If the tank is being changed, and the drainfield is functioning satisfactorily, the test hole will not be needed.

9. [A detailed construction / installation plan is required.](#) This needs to be done after the site has been inspected and it has been determined what needs to be done.

10. [Other Information](#): Please include your name, township, range, section and tax lot or account number on all maps and drawings that you submit.



Onsite Program

360 N. Alvord
Burns, Oregon 97720
541-573-8174 or 6655

Mail or hand-deliver the application, fee & attachments to:

Harney County Planning Dept
360 N. Alvord
Burns, OR 97720