



Septic Permit

Installation Permit - Commercial - New

687-26-000161-PRMT

Polk County
 Community Development Dept
 850 Main St.
 Dallas, OR 97338
 (503) 623-9237
 Fax: 503-623-6009
 environmentalhealth@polkcountyor.gov
 Website: co.polk.or.us/cd

Date issued: 6/1/26	Expiration date: 6/1/27
Work description: New Installation of Standard Septic System with Pump	

Applicant: SULLIVAN FAMILY TRUST
Phone: 541-791-6470
Email: drdavesullivan@gmail.com
Business License: N/A

Owner: SULLIVAN FAMILY TRUST
Owner: SULLIVAN DAVE, TR
Address: 12875 S KINGS VALLEY HWY
 MONMOUTH OR 97361

Property address: 12875 South Kings Valley Highway,
 Monmouth, OR 9736

Parcel: 096330000206 - Primary **Township:** 09 **Range:** 6 **Section:** 33

Lot size: N/A	Water supply: N/A
Zoning: TC	City/County/UGB: County
Land use approval: N/A	County: N/A
Accessory Dwelling Unit: No	
Action: New	Type of application: Construction Permit - Commercial
System failing: N/A	Septic tank last pumped: N/A

- Comments:**
- Do not exceed a 26 inch trench depth.
 - Stay 100 feet from any well or year round surface water.
 - Stay 10 feet from building foundations and property lines.
 - Effluent sewer - A minimum 18-gauge, green-jacketed tracer wire or green color-coded metallic tape must be placed above the effluent sewer pipe.
 - Vehicular traffic and livestock must be restricted from the system area. All roof drains must be directed away from system.
 - A replacement area must be maintained and meet all required setbacks.

Category of construction: Commercial

	Existing	Proposed
Use of structure:	N/A	Fire Lookout Tower
Number of employees:	N/A	3
Number of seating:	N/A	0

System Specifications

Type: Standard	ATT description: N/A
Max peak design flow: 150 gpd.	Proposed flow: 150 gpd.
Min septic tank volume: 1000 gal.	Min dosing tank volume: N/A
Special tank rqmts:	
<ul style="list-style-type: none"> • Provide a DEQ approved 1000 gallon concrete septic tank with riser and lid •Provide a watertight test. •Stay five (5) feet from property lines and building foundations. •Stay 50 feet from any well and seasonal/year round surface water. 	

Drain Field Specifications

Drain field type: Standard **System distribution Ttpe:** Serial

CALL BEFORE YOU DIG...IT'S THE LAW

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth by Oregon Administration Rules. You may obtain copies of the rules by calling the center. (Note: The telephone number for the Oregon Utility Notification Center is 1-800-332-2344.)

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Drainfield sizing:	150 linear ft.	Distribution method:	Serial
Media type:	Rock/Pipe	Media depth:	12 in.
Trench length:	150 linear ft.	Rock above pipe:	2 in.
Total rock depth:	12 in.	Rock below pipe:	6 in.
Max depth:	26 in.	Undisturbed soil between trenches:	8 ft.
Min depth:	24 in.	Capping fills-min depth of fill material:	N/A

Special Requirements

Groundwater type:	Not Applicable	Groundwater depth:	N/A
Pump to drainfield reqd:	N/A	Filter fabric on top of drain media:	Yes

Conditions of approval:

- A pre-cover inspection of the installed absorption facility (prior to backfill) is required.
- A final inspection request and notice (FIRN) form including a detailed and accurate as-built plan of the constructed system and a list of all materials used in the construction of the system must be completed and submitted prior to requesting a final inspection.
- The system must be installed by the property owner or a licensed sewage disposal business (installer).
- Vehicular traffic and livestock must be restricted from the system area.
- All roof drains must be directed away from the system
- All tanks must be tested for watertightness and have a water-tight riser to the ground surface. Twenty- inch minimum diameter if less than 36-in deep. Thirty-inch minimum diameter if greater than 36-in deep. Maintain access to septic tank for pumping and service.
- Meet all required setbacks
- The system must be installed in the area approved during the site evaluation and in accordance with the construction plan approved by the agent, including any changes made by the agent.
- Header pipe from Distribution or Drop Box must be minimum 4-ft length, level, and bedded.
- Each drainfield trench must be level within a tolerance of plus or minus 1-inch.
- Maximum length of an individual trench is 150-feet.

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The meaning of the word "Agent" below is in reference to Polk County. This Construction-Installation Permit authorizes the property owner to construct an onsite wastewater system specified above.

Rules, Approved Material Listing; and Database of Licensed Installers can be accessed at:
<http://www.deq.state.or.us/wq/onsite/onsite.htm>

General Conditions And Requirements For All Permits:

Onsite Construction-Installation Permits are valid for one year from the date of issuance. The expiration date is noted on this permit. Renewal of a permit may be granted if an application for permit renewal is received before the permit expiration date. Reinstatement of a permit may be granted if an application for permit reinstatement is received within one year after the permit expiration date. Transfer of a permit from the permittee to another person may be granted if an application for permit transfer is received before the permit expiration date and no other changes to the permit are necessary.

Installation Requirements: The drainfield must be installed in undisturbed native soil. No alterations of the natural site conditions such as soil removal or filling, or slope/topography alterations within the approval areas for both the initial and replacement systems are allowed, unless otherwise authorized by Polk County. Do not install system when soil moisture, high groundwater, adverse weather, or other conditions that could affect the quality of installation or reliability of the system are present. If such conditions are present and there is a need for sewage disposal at the site, the septic tank can be utilized as a temporary holding tank as outlined in 340-071-0160(9).

Inspection Requirements: The system installer and/or the permit holder must notify Polk County when the construction, alteration, or repair of a system for which a permit was issued is completed (except for the backfilling or covering of the installation). Polk County has 7 days to perform an inspection of the completed construction after the official notice date, unless Polk County elects to waive the inspection and authorizes the system to be backfilled earlier. Receipt and acceptance of a completed Final Inspection Request and Notice form (As-Built) by Polk County establishes the official notice date of your request for the final inspection. Faxed/emailed copies are acceptable for inspection request purposes only. Originals must be received before a Certificate of Satisfactory Completion can be issued.

System Backfill Requirements: The system is to be backfilled or covered as follows: * Only after the permitting agent has approved the construction installation, * or the inspection has been waived * or the Certificate of Satisfactory Completion (CSC) has been issued by operation of law (where the inspection has not been conducted within 7 days of notification of completed installation).

Unless otherwise required, it is the system installer's responsibility to backfill the system within 10 days after inspection and issuance of the CSC. Backfill must be carefully placed to prevent damage to the system. The backfill must be free of large stones, frozen clumps of earth, masonry, stumps, waste construction materials, or other materials that could damage the system. Be sure that the untreated building paper, filter fabric, or other material approved by the agent is completely covering all drain media where required prior to backfill. The system can be connected to and placed into service once it has been properly backfilled and the CSC has been issued.

Initial and Replacement Areas — Protection: The installed subsurface absorption field and designated replacement areas must be protected and kept free of development such as roadways, covering with asphalt or concrete, filling, cutting, or other soil modifications.

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Christina Tisdell

Environmental Health Supervisor

6/1/26

Ways to Schedule Inspections

Oregon ePermitting App

Search the iOS or Android app store for 'epermitting' or by scanning the QR code below to get instant inspection results.



Oregon ePermitting Website

Schedule or track inspections online at **BuildingPermits.Oregon.gov**.



For agencies that offer same-day inspection scheduling, the cut off is 7:00 AM.

Easy Scheduling Website

Start by visiting **BuildingPermits.Oregon.gov** > click on Schedule > click on Easy Inspection Scheduling or by scanning the QR code below.

