



## LAND MANAGEMENT DIVISION

# PERMIT REVIEW MEETING

PUBLIC WORKS DEPARTMENT 3050 NORTH DELTA HIGHWAY, EUGENE OR 97408  
PLANNING: 541-682-3577 BUILDING: 541-682-4651 SANITATION: 541-682-3754

### PERMIT REVIEW MEETING

A permit review meeting is required to submit an application for a building or sanitation permit.

To request a permit review meeting, there are two options:

1. You may visit our office and meet with the Planner on Duty who is available on a first come, first serve basis from 9 am to 4 pm, Monday through Friday (Note: there is a cut-off at 3pm if there are more than 6 people in line). or,
2. You may call our message line, (541) 682-3577, and the Planner on Duty will return your call. In your message make sure to leave your name, phone number, address or map and tax lot information, and desired permit type.

Prior to scheduling a meeting, a planner will research the property and determine if your development proposal requires a separate land use application. If so, a permit review meeting will not be scheduled until your project has received a final land use decision. In addition, if the need for a land use permit is discovered during the permit review meeting, you will not be able to submit your building/sanitation permit until land use approval has been obtained.

At the meeting, the building and sanitation programs will review your plans for completeness and the planning department will give final land use approval to your plans. If your plans are complete and have received the land use sign off, we will initialize your permit.



### BRING THE FOLLOWING ITEMS TO THE MEETING

- Completed permit application forms.
- Property Owner Authorization Form. (Required only when the person applying for permits is not the owner.)
- Contractor Responsibility Form. (Required when the owner is acting as the contractor.)
- Site plan. The site plan must contain the info listed on the "How to Prepare Your Site Plan" handout. **THE SITE PLAN MUST BE 11"x17"** and drawn to a standard engineer's scale (see handout for examples). Bring 2 copies of the site plan to the meeting.
- Building Plans. See the Residential Building Permit handout for plan requirements. (Two sets)
- Engineering Calculations when applicable. (Two sets)
- Truss specifications when applicable. These must have an engineer's stamp. (Two sets)
- Applications involving a compliance issue may need to have engineered plans and as-built certificate(s) for the as-built structure(s).
- Septic plans, if applying for a septic permit. Refer to "Septic Permit Information" on the back of this sheet.
- Intake Fee. Cash, check, Visa or MasterCard. Division staff can provide you with an estimate of your application intake fee, upon request.

(More on reverse side)

## SEPTIC PERMIT INFORMATION

All proposed septic installations must provide a copy of the approved site evaluation. If you are unsure if your property has been approved for septic, please contact the Sanitation program at 682-3754.

If you are replacing a dwelling, adding bedrooms, connecting to an existing unused system, or increasing flows, you will need septic authorization. Refer to Option #1 if you will use the existing septic system. Refer to Option #2 if you will install a new septic system.

### OPTION #1: EXISTING SEPTIC SYSTEM

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Is the system permitted and finalized?

**YES:** Submit the receipt showing the septic tank has been pumped within the last ten years and a copy of the certificate of completion from Lane County. To obtain a copy of the septic records, please contact the Sanitation Department.

**NO:** In addition to the pumping receipt, expose the septic tank and first drop box at the drainfield.

### OPTION #2: NEW SEPTIC SYSTEM

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Which type of system will you be installing?

#### Standard system

- Submit an 11" x 17" site plan, drawn to scale, with the location of each component.

#### Sand Filter System:

Submit detailed engineered plans for construction of the sand filter. Include top and side view.

- Site plan, drawn to scale, with location of each component and elevation for hydraulic calculations.
- Pump curve and hydraulic calculations
- Pump package
- Proposed sieve analysis of filter sand to be used.

#### Pressurized system

- Pipe type and hole spacing in drain field
- Elevations for hydraulic calculations
- Pump package
- Pump curve
- Site plan, drawn to scale, with location of each component.

#### Capping fill system:

- Soil sample of the cap and fill material to be used
- Soil caps may only be installed between June 1 and October 1 unless site-specifically approved by Lane County
- Site plan, drawn to scale, with location of each component.