Cline Butte Utility Company
1230 Golden Pheasant Dr., Redmond, OR 97756
Phone: 541-504-2305 Fax: 541-504-2307

ON-SITE SEPTIC TANK EFFLUENT PUMP ("STEP") PERMIT APPLICATION

PLEASE PRINT

_____ _____
Property Owner's Name Applicant's Name if Different from Owner

_____ _____ _____
Lot # Phase # Site Address

Proposed Facility:

_____Single Family Residence _____ Multi Family Residence _____Commercial Building

This application will be returned if it is not filled out completely and accompanied by the appropriate fees and attachments required in this packet. Your site diagram must be prepared according to the site development sample in this packet before action can be taken on this application.

By my signature, I certify that the information I have furnished is correct and hereby grant Cline Butte Utility Company and its authorized agent permission to enter into the above described property for the purpose of this application.

_____ _____ _____
Signature Date Submittal Date

☐ Owner
☐ Authorized Representative

Reviewed by CBUC Rep: _____

Owner's Contact Info

Name:_____
Address:_____
City, State, ZIP: _____
Phone: _____
Alternate Phone: _____
_____
Email: _____

DEQ Licensed Installer Info

DEQ License No.:_____
Business Name:_____
Contact Name: _____
Address: _____
City, State, ZIP: _____ Fax:
County: _____
Phone: _____

Installation Permit & Site Evaluation Procedures & Criteria for New Septic Systems

Where is a Septic Tank Effluent Pump System (STEP) needed?
On-site sewage disposal system, also known as a STEP system, is needed to properly dispose of sewage. The septic tank retains solids, and gray water is discharged to the treatment plant.

Why are permits required?
The permitting process is to ensure that septic systems are sited and constructed in a manner that human health and the environment are protected.

Permit Process
Step 1: To prevent a delay, complete the application, including the owner's or legally authorized representative's signature, and submit it along with the required fees. At a minimum, the following documents must be attached:

- A completed On-Site STEP permit application
- Completed Site Development Plan, the plans must be drawn by the property owner or a DEQ-licensed installer.

Step 2: Upon completion of Step 1, call the Cline Butte Utility (CBUC) office to schedule an on-site evaluation. Depending on conditions, more than one visit may be necessary.

What is a "Site Evaluation"? *Site Evaluation* determines which type and size of system is suitable for your property. Before excavation, a permit to install a STEP system must be issued. A CBUC authorized representative must complete a site evaluation and approval must be received before excavation begins.

If you have questions about permits for larger or more complex systems, contact the CBUC office.

Note: A septic system must be installed by a DEQ-licensed installer using DEQ-approved materials and equipment that meet minimum standards. All equipment must be installed and operated according to the manufacturer's and CBUC's specifications. Contact the CBUC office if you have questions about installers or approved materials and equipment.

Step 3: A tank inspection must be done before backfilling. Please call the CBUC office to schedule this inspection. After completion of a satisfactory inspection, you may backfill.

Step 4: Before occupancy, a final tank inspection must be completed by CBUC. Call the CBUC office to schedule this inspection.

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