



# Septic Records Search Form (1977 to present)

Complete and fax, mail or e-mail form → **NOTE: NON-REFUNDABLE FEE REQUIRED UPON SUBMISSION**  
Form is to be completed in full. Incomplete information may cause delays or inaccurate file searches. Requests that have been processed and returned to clients are considered to be closed.

Requestor Information		Section 1	
Requested by			
Telephone		Date: (mm/dd/yyyy)	
File Search Response & Attached Septic Records to be	E-mailed to:		
	Mailed to:		
Present Owner's Name			
Applicant's Reference			

File Search Property Information - Reference title and deed		Section 2	
Municipal Address			
Lot		Concession:	
Subdivision Lot/Parts		Plan:	
Approximate Date of System Installation and/or Replacement			
Owner at Time of Installation			

Payment Information		Section 3	
Payment Type (Check one)	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Cheque Attached*
Card Number	Exp. Date: (mm/yyyy)		
	CVV #		
Cardholder Name			
Receipt Issued to			

\*Cheques can be made payable to Rideau Valley Conservation Authority

Ottawa Septic System Office Use ONLY	
File Search Request #	
Invoice #	
Date	

Response (internal only)		Section 4
<input type="checkbox"/>	Based on the above information, we were unable to locate a record of the related sewage disposal system in our files. We recommend contacting a consulting engineer to conduct an assessment. Please check with the Environment and Health Protection Branch for files dated between January 1960 to June 1977, Phone: 613-580-6744 ext. 23806	
<input type="checkbox"/>	To our knowledge there are no outstanding work orders against this system	
<input type="checkbox"/>	Outstanding work orders against this system exist - see fax cover for details.	

**NOTE: Life Expectancy of a sewage system is dependent on past usage and maintenance.**

Personal information on this form is collected under the authority of the *Health Protection and Promotion Act S.O. 1983 C 10* and the *Environmental Protection Act R.S.O. 1980 C141* and will be used for the provision of the recording Environmental Health Services. Questions concerning the collection of this information should be directed to the Ottawa Septic System Office, 3889 Rideau Valley Drive, P.O. Box 599, Manotick, ON K4M 1A5. The forgoing information is given for your convenience only. It should be clearly understood that you must satisfy yourself as to whether the premises and existing or proposed use thereof is or would be in conformity with all applicable regulations.

**PLEASE SAVE THIS FORM AND ATTACH THE PDF TO AN EMAIL**