



# Private Septic File Search Form (1977 to present)

Complete and fax or mail this form → **NOTE: THERE IS A \$75 NON-REFUNDABLE FEE REQUIRED UPON SUBMISSION**

<b>Faxing:</b> fax requests not accepted unless payment is by credit card		<input type="checkbox"/> Cheque attached
<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	Cardholder Name: _____
Card Number: _____	Exp. Date: _____	
<input type="checkbox"/> Make Receipt out in Cardholder Name:		Fax to (613) 692-1507
<p><b>Mailing:</b> enclosed \$75 cheque made payable to <b>Rideau Valley Conservation Authority</b> and mail to the address below:  Ottawa Septic System Office, 3889 Rideau Valley Drive, PO.Box 599, Manotick, Ontario K4M 1A5</p> <p><i>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. Therefore submission of additional information after the fact will be considered to be a new file search and a \$75 fee will apply.</i></p>		

1. Request by: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

File Search Response & attached Septic Records to be:

Faxed to: (\_\_\_\_\_) \_\_\_\_\_  
 Mailed to: \_\_\_\_\_

2. Present Owner's Name: \_\_\_\_\_

3. To be conducted on this municipal address: _____			
<input type="checkbox"/> Nepean <input type="checkbox"/> Rideau <input type="checkbox"/> Gloucester <input type="checkbox"/> Ottawa <input type="checkbox"/> Cumberland <input type="checkbox"/> Huntley <input type="checkbox"/> Torbolton <input type="checkbox"/> Fitzroy <input type="checkbox"/> Goulbourn <input type="checkbox"/> Osgoode <input type="checkbox"/> Kanata			
Lot: _____	Conc.: _____	Subdivision Lot/Parts: _____	Plan: _____

**MUST COMPLETE**

4. Approximate Date of System Installation and/or Replacement: \_\_\_\_\_

5. \*Owner at time of installation: \_\_\_\_\_

Please attach a list of all previous homeowners between 1977 to present as an alteration or repair permit may exist\*

File Search Request # FS: _____	Invoice # _____	Applicant's Reference: _____
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Date: _____	Contact Person: _____
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- Based on the above information, we were unable to locate a record of the related sewage disposal system in our files. Recommend contacting a consulting engineer to conduct an assessment.
- Use Permit not issued                       Certificate of Approval not issued                       Certificate of Completion not issued
- To our knowledge there are no outstanding work orders against this system at this time
- Outstanding work orders against this system exist
- Please check with the City of Ottawa Environmental Health Program for files dated between January 1960 to June 1977,  
Phone: (613)580-2424 ext. 23748

**Note: Life Expectancy of a sewage system is dependant 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 *Environment 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.