

On-Site Sewage System Record Search Request Form



The Building Services Department will conduct a file search to locate records related to the sewage system for an indicated property.

Please submit this completed application to the Building Services Department located at 80 Gore Street East, Perth, ON or email to buildingadmin@perth.ca.

The Record Search will not be completed until the fee pursuant to the fee schedule by-law 3675, latest edition, has been paid in full.

Notes: The property owner must provide permission to release their personal information. If this search is for a real estate transaction, please attach a copy of the listing.

Search requested by:

Name/Company: _____

Phone: _____ Email: _____

Address: _____

Property Information:

Name of owner (please print): _____

Signature of current owner/designate: _____

County/Town/District: _____

Lot/Part Lot: _____ Concession: _____ Sub Lot: _____ Registered Plan: _____

Municipal address (Civic # & Street): _____

Property Roll Number: _____

Property History:

List of previous owner(s) (if known): _____

Year of installation and/or replacement: _____

Record Search Response:

- We were unable to locate a final inspection report for this sewage system. The owner or purchaser should have the septic tank pumped by a licensed sewage hauler. Life expectancy of a sewage system is dependent on past usage and maintenance.
- Our records indicate a final inspection report was **not** issued.
- A final inspection report/application for a permit to construct was issued. Please find copies of these documents attached.
- A search of our records indicates there are no outstanding work orders for this sewage system.

Chief Building Official or Designate Signature

Date