

458 Laurier Blvd.
Brockville ON K6V 7A3
Telephone: 613-345-5685
Fax: 613-345-2879



25 Johnston St.
Smiths Falls ON K7A 0A4
Telephone: 613-283-2740
Fax: 613-283-1679

FEE \$100.00 – PAYABLE TO THE LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT

REQUEST FOR FILE SEARCH related to a Private Sewage Disposal System Installed After 1973

Please allow between 2-4 business days for processing once our office receives your application.

Date: _____

1. Requested By: _____ Telephone: _____
Address: _____ Fax/Email: _____

2. Location to be searched: Present Owner: _____
Civic Address: _____
Lot: _____ Concession: _____ Township: _____
Ward: _____ Plan #: _____ Sub Lot #: _____
Assessment Roll # _____

3. Approximate date of system's installation: _____

4. Owner at the time of installation: _____
(if more than one owner, please attach a list, chain of title may be used)

5. Has any upgrading or work been completed to the system since its original installation?
No: ____ Do Not Know: _____ Yes ____ If Yes, Year: _____
Owner's Name at time of Upgrading: _____

Signature of Applicant

Receipt #: _____ Request #: _____ Date: _____

- Based on the above information received, we were unable to locate a record of the related sewage disposal system in our files.
- Details on file included Permit No. _____
Use Permit/Completion Certificate: **Was Issued:** _____ **Was Not Issued**
Tank Size: _____
Length of Distribution Pipe/Chamber/other: _____ Filter bed stone (effective) area: _____
Treatment Unit: _____ Type A or B bed stone area: _____
- There **ARE NO** outstanding issues/work orders on file pertaining to this Sewage Disposal System.
- There **ARE** outstanding issues/work orders pertaining to this Sewage Disposal System (see notes below).
Notes on File: _____

Public Health Inspector

NOTE: The Health Unit does not maintain up-to-date records on private sewage systems for the Township of Rideau Lakes (2000 to present) and the Township of Tay Valley (1998 to present). Only historical records for these townships are available through the Health Unit. Current records and work orders for the dates indicated can be obtained through the respective township offices only.

Personal information on this form is collected under the authority of the Building Code Act, and will be used for the provision of records release of information. Questions concerning the collection of this information should be directed to the Director of the Community Health Protection Department of the Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, 613-345-5685