

REQUEST FOR SEPTIC SYSTEM RECORDS

Request for Septic System Records: A written request is required when you are looking to obtain your septic records for a renovation application, buying or selling a house or wish to locate your current system.

Note: Records pertaining to wells are under the jurisdiction of the Ministry of the Environment. Please contact the Ministry of the Environment (<http://www.mnr.gov.on.ca/>) at 1-800-267-0974

Submit a written Septic System Record Search request to the attention of the Chief Building Official. This can be completed by fax, email or in person to the Township Office:

1. Thoroughly inspect your title & deed documents as the septic records may be attached to these documents. You will be looking for documents titled 'USE PERMIT" and/or "APPLICATION FOR SEPTIC SYSTEM CONSTRUCTION" with the Ontario trillium logo in the top left corner (see examples below).
2. If you are unable to locate any records, submit a request in writing to the Chief Building Official, Township Office – cost \$175 non refundable (this can be completed by fax, email or in person. Electronic submissions must include payment by credit card).
3. If you are unable to locate your Septic Permit, submit a request in writing to the Chief Building Official to the Township Office – cost \$35 non-refundable (this can be completed by fax, email or in person. Electronic submissions must include payment by credit card)
4. Provide as much information as possible (Much of this information can be found on your tax assessment, title deed or land transfer records):
 - Township Lot
 - Concession
 - Sub lot
 - Plan Number
 - Civic Address (ex. 1234 Homel Drive.)
 - Previous owners/Developer
 - Approximate date of installation.

This information will aid in retrieving any records that may exist.

5. Response time is 3-5 business days, a copy of the request will be returned with a response indicating if records matching the information provided where found.
 - If records were found they will be attached to the response and forwarded to you in the manner in which was indicated
 - If no records are found, contact a licensed installer or consulting engineer to have them complete a site assessment or your current system.

Note: a site assessment is a physical site inspection conducted by a Professional Engineer, Certified Engineering Technician or a licensed and qualified installer declaring the current state of the sewage system including size, location and the design capacity.

Note: septic record for incomplete Applications may only be released to original applicant. Records only become part of the public record when the use permit/ certificate of completion have been issued.

The information provided by the Township of Huron-Kinloss is given for your convenience only. Supplementary requests are necessary for conformity with other legislation such as flood plain or shoreline works. It should be clearly understood that you must satisfy yourself as to whether the premises and the existing or proposed use thereof is or would be in conformity with all applicable regulations.