

**SEPTIC SYSTEM INFORMATION REQUEST FORM**

Email (preferred method) to [permitting@haywoodcountync.gov](mailto:permitting@haywoodcountync.gov)  
OR Fax to (828) 452-6798

**\*\* Incomplete forms will be returned \*\***

***PLEASE check the GIS map at: [haywoodcountync.gov](http://haywoodcountync.gov) for septic records before sending request. PLEASE understand that our staff will complete the request as quickly as possible. PLEASE do not submit multiple requests for the same property as this makes the process slower. If you have not received any results after three (3) working days, please contact us by email.***

**Property Information:** *(Please note that our records are filed by property owner name and we are not always informed when property has changed hands, therefore it is imperative to include as many past owners as possible, this often requires a deed search.)*

**CURRENT LEGAL PROPERTY OWNER NAME(s):** *Please include both first and last names*

\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS OWNER(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARCEL ID NUMBER (PIN#):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**911 ADDRESS** (if applicable): *Please include the City*

\_\_\_\_\_

**SUBDIVISION & LOT #** (if applicable): \_\_\_\_\_

**MOBILE HOME PARK?** (More than one MH is considered a park – list park name and lot #)

\_\_\_\_\_

**HOUSE ON PROPERTY:** YES  NO

If so, Year Built: \_\_\_\_\_

**IS THE SEPTIC SYSTEM INSTALLED:** YES  NO

**Send Information To:**

Agent Name: \_\_\_\_\_

Agent Email Address: \_\_\_\_\_

Real Estate Agency: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
*(Please include the area code)*

Information Incomplete       Record Found       Record Not Found