



Septic System Information Request Form

The Building Department keeps septic records for properties within Norfolk County where a permit has been obtained to complete the work. Building Department records go back to 2006. The property owner may request a copy of their septic records. The property owner will be asked for proof of identification and a recent tax bill to verify ownership.

Applicant Information.

Applicant Name:

Applicants Address:

Municipality:

Postal Code:

Phone Number:

Email Address:

If request is not the property owner, a completed Applicant Authorization Form is to be submitted with this request.

Property Information.

Property Address:

Building / Permit number of request:

Reason for request:

Note: As the recipient of these drawings, it is your responsibility to ensure that they are not used for any purpose which contravenes the Copyright Act.

Name:

Signature:

Date of Request:

Requests can be sent to permit@norfolkcounty.ca or in person at 185 Robinson Street Suite, 200 during normal business hours. Please allow up to 10 business days for your request to be processed.

Collection of Personal Information.

Personal information submitted in this form is collected under the authority with the [Municipal Freedom of Information and Privacy Act](#), or for the purpose stated on the specific form being submitted. The information will be used by the Building Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to: Norfolk County's Chief Building Official, 185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218, Information and Privacy Coordinator, 50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261, or The contact names of the form being submitted.