



MADISON COUNTY ENVIRONMENTAL HEALTH  
493 Medical Park Drive, Marshall, NC 28753  
Tel: 828-649-9598 □ Fax: 828-649-9370  
[envhealth@madisoncountync.gov](mailto:envhealth@madisoncountync.gov)

## MADISON COUNTY HEALTH DEPARTMENT EXISTING SEPTIC SYSTEM INFORMATION REQUEST FORM

Under the **North Carolina Public Records Law, G.S. §132-1.**, to inspect or obtain copies of public records, please complete this form.

Information Request For:

Septic Construction Authorization Permit     Certificate of Completion  
(Environmental Health can only supply access to public records for items under their supervision).

Please fill out the information below:

1. Original builder/Current/Previous Owner name (whichever applies): \_\_\_\_\_
2. List all other possible names the information could be filed under:  
\_\_\_\_\_
3. Address: \_\_\_\_\_
4. Name of Town: \_\_\_\_\_ PIN \_\_\_\_\_
5. Year home built: \_\_\_\_\_ 5. Subdivision and original lot #: \_\_\_\_\_

Please be advised that our records are filed only by the name of the person who bought the original permit. Also be advised that current 911 addresses have been in existence for only a few years and as such are not always an accurate method of research. **The inspection and examination of records is allowed during business hours. If we are unable to provide information at the time of request we will respond within a reasonable time. Please be advised that septic records prior to 1970 are often non-existent.**

SEND INFORMATION TO:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_