

# ONSITE WASTEWATER ONLINE RECORD REQUEST

Use this form to request information about an **existing** individual sewage disposal system. You may find information about pending applications on the County's Permit Search page at <http://www.co.jefferson.co.us/amandaItoI/>. You may also download application forms for new individual sewage disposal system and Use Permits from the Department's website at: [http://jeffco.us/health/health\\_T111\\_R6.htm](http://jeffco.us/health/health_T111_R6.htm). When submitting this form, you will see two options, 1)Submit by Desktop Email Application (i.e., Outlook, Express etc.) 2)Submit by Internet Email Application (i.e., Gmail, Yahoo, Hotmail, etc.) please choose the option appropriate for you.

**Property Address**

## Property Legal Description

**Lot**  **Block**  **Unit**  **Subdivision**

NOTE: If property is NOT in a subdivision, provide metes and bounds legal description below:

**Quarter Section**  **Section**  **TWP**  **Range**

### 1. Desired Information (select all that apply)

- Installation Information** *(system size and capacity, number of bedrooms, permit number, installation date and other basic information about the system)*
- Copy of Permit Page** *(with final approval signature)*
- As-Built Drawing** *(shows drawing of system as installed)*

### Other Comments or Requests

**Name:**  **Phone:**

### 2. How should we contact you with this information? (select one)

Telephone me at the above phone number

Email me at:

Fax me at:

\*If requesting documents via email, please provide a fax number because certain computer-generated documents cannot be emailed. Most microfilm documents are now available electronically and can be emailed upon request.

**3. When finished, click the "Submit by Email" button to send your request. You may also print a copy for your records by clicking the "Print Form" button. Thank you.**