

**Septic System Data Base Entry** (\*drop down menu would be convenient)

- PIN (Parcel Identification Number)
- \*Type of Permit (New, Repair, Expansion, Existing, Non-Residential)
- Type of System
- \*Status (Pending, Issued, Installed, Denied)
- Application Date
- Receipt Number
  - \*IP (Improvement Permit), AC (Authorization to Construct) or Combination
  - Fee Paid \$
- Permit Number
- Date Permit Issued
- Date of Installation
- Year of Installation
- Inspection Date
- Inspector Initials
  
- File Name
- Property Owner Name
  - Email Address
  - Mailing Address (Street, City, State, Zip code)
  - Telephone Home/Cell
- Buyer Name
  - Email Address
  - Mailing Address (Street, City, State, Zip code)
  - Telephone Home/Cell
- Contractor Name
  - Email Address
  - Telephone Home/Cell
- Realtor/Agent Name
  - Email Address
  - Telephone Home/Cell
- Property Address
  - Subdivision Name
  - Section, Block, Unit Number
  - Lot Number
- Directions to Property: (multiple lines needed)
- Lot Acreage
- Date Lot Relocated
- \*Type of Residence
  - House
  - Mobile Home

- ❖ Single
- ❖ Double

- Easement/Right of Way
- Number of Bedrooms & Number of Occupants
  - If Existing System Current # of Bedrooms
- Basement Yes No
  - Plumbing Yes No
- \*Water Supply
  - Private
  - Spring
  - Well
  - Shared
  - Public
- Existing Water Supply
- \*Flood Zone
  - Yes
  - No
  - Unknown
- Designated Wetland Yes No
- Non-Residential/Commercial
  - Type of business
  - Total Square Footage
  - Maximum Number of Employees
  - Maximum Number of Seats

**Existing System Applications**

- \*Reason for Inspection
  - Mobile Home Setup
  - Remodeling
  - Addition
  - Connection to Unused System
  - Business
  - Other \_\_\_\_\_
- Notes:

**Repair Permit Applications**

- Description of Malfunction: (multiple lines needed)