**Foothills Health District**

Environmental Health Records Request Form

**RUTHERFORD COUNTY**

ENVIRONMENTAL HEALTH

221 Callahan Koon Road

Spindale, NC 28160

Phone: 828-287-6317

Fax: 828-287-6479

rutherfordenv@foothillshd.org

**McDOWELL COUNTY**

ENVIRONMENTAL HEALTH

408 Spaulding Road

Marion, NC 28752

Phone: 828-652-2921

Fax: 828-652-2019

mcdowellenv@foothillshd.org

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**General Searches Must Be Requested In Writing At Least Two Weeks Prior To The Requested Search Date.**

**Property Information:**

1. Original Owner Name: __________________________________________________

   Original Builder Name: __________________________________________________

2. List All Other Possible Names The Information Could Be Filed Under:

   __________________________________   _______________________________________

   __________________________________   _______________________________________

3. Property I.D.# (PIN): _______________________________________________

4. Property Address: ______________________________________________________

5. Year Home Built: _______________________________________________________

6. Year Septic/Well Installed: __________________________________________

7. Subdivision & Lot #: _________________________________________________

Information On 1 thru 7 **MUST** Be Completed In Order To Perform A Records Search

Please Be Advised That Septic Records Prior To 1975 Are Often Non-Existent.

**PLEASE WRITE LEGIBLE**

**SEND INFORMATION TO:**

Name: _________________________________________________________________

Email: _________________________________________________________________

Phone: ________________________ Fax: ________________________

All Information **MUST** Be Completed Or A Record Search Cannot Be Performed.

(Incomplete Requests Will Be Returned)

**RECORDS REQUEST SEARCH:**

☐ Faxed  ☐ Record Not Found  ☐ Request Incomplete  ☐ Emailed

**DATE RETURNED:** _________________________________________________

The first copy page of any record request is at no charge. Subsequent copy pages will be charged for according to the current fee schedule.

PH 4001.045

Revised: 2 July 2019