

# 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

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

**Property Information:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

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.