



Polk County Health & Human Services Agency

Economic Services | Public Health | Senior Services | Social Services | Public Transportation | Veteran Services

Environmental Health Records Request Form

Send request to Marley Alejo - malejo@polknc.org

General searches must be requested in writing at least a week prior to the requested search date. **Please be advised that septic records prior to 1970 are often Non-Existent.**

Property Information:

(Information can be found via a deed search on the Polk County, NC Register of Deeds website at: <http://cotthosting.com/ncpolkexternal> or in person at the Registrar of Deeds office)

1. Name of original owner (when system was installed): _____

Name of original builder (when system was installed): _____

2. List all possible names permit could be filed under (i.e. previous or current owner, etc.):

3. Tax Parcel I.D.# (PIN): _____

4. Address/Road Name: _____

5. Year Home Built: _____

6. Year Septic/Well Installed: _____

7. Subdivision & Lot #: _____

All information on 1 - 7 MUST be completed in order to perform a Records Search (Incomplete requests will be returned)

SEND INFORMATION TO:

Name: _____ Date: _____

Email: _____

Phone: _____ Fax: _____

The first copy of any record request is no charge. There will be a fee for subsequent copies, according to the current fee schedule.

For Office use ONLY:

RECORDS REQUEST SEARCH:

Date Returned: _____

Record Not Found Request Incomplete

Emailed Faxed In Person

Main Office	Public Health WIC/Clinic Services	Public Health Environmental Health	Social & Economic Services	Senior & Veteran Services (VSO)	Public Transportation
40 Courthouse St Columbus, NC 28722 828-894-2114	161 Walker St, Columbus, NC 28722 828-894-8271	35 Walker St, Columbus, NC 28722 828-894-3739	231 Wolverine Tr Mill Spring, NC 28756 828-894-2100	75 Carmel Lane Columbus, NC 28722 828-894-0001 828-894-0003 (VSO)	3 Courthouse Square Columbus, NC 28722 828-894-8203