

BROOME COUNTY HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
225 FRONT STREET
BINGHAMTON, NEW YORK 13905
607-778-2887

APPLICATION FOR RECORD SEARCH – INDIVIDUAL SEWAGE DISPOSAL SYSTEM

(Instructions for filling out form on reverse side)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: WORK _____ **HOME** _____

ADDRESS OF PROPERTY IN QUESTION: _____

NAME AND ADDRESS OF OWNER (at time of construction) _____

TAX MAP #: _____ **TOWN:** _____

OF BEDROOMS: _____ **BUILDING AGE:** _____

AGE AND TYPE OF SEPTIC SYSTEM: _____

SIGNATURE OF APPLICANT: _____

FOR HEALTH DEPARTMENT USE ONLY

FILE NUMBER _____

SEARCH OF HEALTH DEPARTMENT RECORDS HAS REVEALED:

___ RECORD OF THIS SYSTEM HAS BEEN FOUND – SYSTEM WAS APPROVED _____

___ RECORD OF THIS SYSTEM HAS BEEN FOUND – SYSTEM WAS NOT APPROVED

___ RECORD OF THIS SYSTEM HAS BEEN FOUND – SYSTEM IS UNDER-DESIGNED FOR
NUMBER OF BEDROOMS IN HOUSE

___ RECORD OF THIS SYSTEM HAS NOT BEEN FOUND – SYSTEM MAY OR MAY NOT
HAVE BEEN INSTALLED WITH HEALTH DEPARTMENT APPROVAL

___ RECORD OF THIS SYSTEM HAS NOT BEEN FOUND – SYSTEM WAS INSTALLED
WITHOUT HEALTH DEPARTMENT APPROVAL

SIGNATURE OF HEALTH DEPARTMENT REPRESENTATIVE

DATE

PROCEDURE FOR COMPLETING APPLICATION

All areas following the bold print items should be completed, but the following items must be included for this department to search our records reliably: town, tax map number (available from the Broome County Real Property Office at 778-2169), and address of the property. To enable us to send you any information, you must include your name, address, and phone numbers.

Please note that there is a \$.25 per page charge for all copies from our records. We will contact you with our findings within 5 business days and will let you know how many pages are available. Once the copy fee has been received, we will mail them to you or you may pick them up at our office.

THE BROOME COUNTY HEALTH DEPARTMENT WILL NOT CONDUCT A RECORD SEARCH FOR ANY SYSTEM INSTALLED PRIOR TO JANUARY 1, 1969. THE BROOME COUNTY SANITARY CODE WAS NOT IN EFFECT PRIOR TO THAT DATE.