

Request for File Search



Date Received	
Receipt #	

To ensure that the application can be process with out delays, please ensure that enough information has been provided to complete the file search. If system information is unknown, it is recommended that you reach out to your purchase lawyer to contact the sellers for system information.

Please allow for 14 business days for processing once our office receives your application.

If person other than the owner of the property is applying for a file search, please ensure that Agent Authorization letter has been completed and submitted with the application.

Requested By: <input type="checkbox"/> Homeowner <input type="checkbox"/> Other: Specify					
LOCATION/ PROPERTY TO BE SEARCHED					
Property Owner's name				Telephone	
Building number, street name			Unit no.	Postal code	
Township	Lot	Con.	Plan	Sub Lot	
Email			Roll #		

SYSTEM INFFORMATION			
Approx. date of system installation/ repairs/ replacements			
Owner at time of Install			
Have any upgrades to dwelling been completed since its original instal			
<input type="checkbox"/> No	<input type="checkbox"/> Do Not Know	<input type="checkbox"/> Yes	If Yes Specify:
Owner at time of upgrade			

FEE SCHEDULE – Cheque can be made out to Loyalist Township as per the fee below (SUBMIT WITH APPLICATION)

File Search/ System Search	\$150.00
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Office Use Only			
Date		Completed by	
<input type="checkbox"/> Based on the information received, we were unable to locate a record of the related sewage disposal system in our files			
<input type="checkbox"/> Details on File		Permit #	
Tank Size	Length of Pipe/ Chamber	Treatment Unit <input type="checkbox"/> Yes <input type="checkbox"/> No	Use Permit/ Completion certificate <input type="checkbox"/> Was Issued: _____ <input type="checkbox"/> Was Not Issued
<input type="checkbox"/> Conventional <input type="checkbox"/> Filter Stone area:		<input type="checkbox"/> Type A <input type="checkbox"/> Type B Stone Area:	
<input type="checkbox"/> There are NO outstanding issues/ work order on file pertaining to this Sewage Disposal System			
<input type="checkbox"/> There ARE outstanding issues/ work order pertaining to this sewage Disposal System (see notes)			
Notes on File: _____			

SUBMIT APPLICATION TO:
 Economic Growth and Community Development Services
 Building Division
 18 Manitou Cres., W.
 Amherstview, ON, K7N 1S3

Agent of Record Letter



Please complete in full if: the owner is not the applicant, or the owners wish to have an agent speak on their behalf.

If there are multiple owners, please have an Authorization letter from each owner.

If an agent is representing the owner(s), they must complete the following:

I, (we) _____ being the registered owner(s) of the property.

Hereby authorize _____ to prepare, submit and obtain a building permit, on my behalf, for the project at _____.

Please check appropriate box:

Construct Install Alter/ Repair Renovate

Describe work:

Print Name of Owner

Print Name of Agent

Signature of Owner

Signature of Agent

Date