



### Subsurface Sewage Disposal System File Search Application

If property has never supported a dwelling, please call the office for records related to the property. To obtain records for a system on a specific property, complete the top portion of this application.

Address listed below must match address as it is assigned by KGIS.

Submit completed form to [kchd.filesearch@knoxcounty.org](mailto:kchd.filesearch@knoxcounty.org)

1. Current Owner's Name: \_\_\_\_\_
  2. Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_
  3. Tax Map ID#: \_\_\_\_\_ and Parcel#: \_\_\_\_\_ (Please provide whether street # is assigned or not.)
  4. Subdivision Name: \_\_\_\_\_ Unit/Block/Lot \_\_\_\_\_
  5. Original Owner's Name: \_\_\_\_\_ Date Constructed: \_\_\_\_\_
  6. Previous Owner's Name: \_\_\_\_\_
- Comments related to request: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Completed form to be returned to:**

Print Name of Applicant(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**For office use only:**

**Date Received:** \_\_\_\_\_

#### RESULT OF FILE SEARCH

\_\_\_SSDS Permit Issued: Date \_\_\_\_\_ for a \_\_\_ bedroom system  Repair

\_\_\_SSDS Certificate of Completion Approval: No \_\_\_ Yes \_\_\_ for a \_\_\_ bedroom system. Date: \_\_\_\_\_

\_\_\_ File search was unable to locate any record of this property based on the information available

\_\_\_ No record of sewage system construction or approval could be found

Comments(s): \_\_\_\_\_

\_\_\_\_\_

Environmental Specialist \_\_\_\_\_ Date: \_\_\_\_\_

***Since no site visit has been made regarding this request, no comment or warranty about the current condition or future performance of the SSDS System is given. THIS IS NOT AN INSPECTION LETTER AND IS NOT TO BE USED FOR LOAN CLOSINGS OR BUILDING PERMITS. Nor can the Division make any representation about whether unauthorized modifications have been made to either the SSDS system or the original structure. This document only reflects what the Division's records show about the number of bedrooms authorized in the subsurface sewage disposal system permit based on the information provided in this application.***