



# INSPECTION FAX REQUEST

To Ottawa Septic System Office — Fax (613) 692-1507

**Date Submitted:** \_\_\_\_\_

**Septic File #:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Civic address:** \_\_\_\_\_

**Former Twp:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

I am the (check one):

- Installer
- Engineer
- Property Owner

**Request for one of the following inspections, as indicated below:**

- Scarification
- Clay Seal

**Installation (2<sup>nd</sup>) Inspection**

Maintenance Agreement

- Refer to attached As-Built drawing
- Refer to attached Engineers Letter
- Refer to attached Filter Media Bills & Grain Size Analysis

**Final Grade (3<sup>rd</sup>) Inspection:** Topsoil must be applied unless winter conditions exist at Director's discretion

**Re-inspection Request – 1st call**

**Re-inspection Request – 2nd call:**

Payment of \$130 must accompany re-inspection requests for same deficiency

Mastercard,  Visa Number,  American Express:

Exp date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Please Note:**

- 2-5 business day turn-around on inspections
- OSSO file will be given to inspector upon receipt of this faxed request
- PRIORITY will be given to requests that have septic file/permit numbers