



## The Jackson County Department of Public Health

538 Scotts Creek Rd. Suite 100 • Sylva, NC 28779

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Shelley Carraway

DIRECTOR

### **RECORD SEARCH**

All information **MUST** be completed or a record search cannot be performed. Incomplete requests will be returned.

Please be advised that septic records prior to 1974 are non-existent. Our records go back to 1974, before that we do not have a record. We began PIN numbers in 1987; therefore, between 1974 and 1987 we need a name at the time the system was installed.

### **PROPERTY INFORMATION:**

- Property I.D. (PIN) \_\_\_\_\_
- Original Owner Name \_\_\_\_\_
- Current Owner Name \_\_\_\_\_  
\*If permit was done before 1987 you must research the deeds to find previous property Owner(s), the website to search deeds is [deeds.jacksonnc.org](http://deeds.jacksonnc.org).
- List All Other Possible Names The Information Could Be Listed Under:  
\_\_\_\_\_
- Subdivision & Lot No.(if applicable) \_\_\_\_\_
- Location/ Area (not 911 address): \_\_\_\_\_  
\_\_\_\_\_
- Home Built Y/N \_\_\_\_\_ Year Home Built \_\_\_\_\_
- 911 Address \_\_\_\_\_
- Send request to [envhealth@jacksonnc.org](mailto:envhealth@jacksonnc.org) or fax to 828-586-1207

### **SEND SEARCH RESULTS TO:**

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

If an evaluation was done in the past and has expired, it must be re-evaluated under the current rules. Thank you for your patience as we are very busy and it takes time to research. We cannot research deeds for every request. Please know your request will be taken care of in a timely manner. Repeated requests or calls for the same request will slow the response time.

Vickie Moore  
Office Manager