



**PUBLIC HEALTH DEPARTMENT**

*Environmental Health Division*

Please email your request to [eh.request@chathamcountync.gov](mailto:eh.request@chathamcountync.gov)

**Request for Public Records**

North Carolina General Statute Chapter 132 Sections 132-1 through 132-10

Request for Public Record Review may be filed during normal business hours (8:00 AM – 5:00 PM). Every effort will be made to process your request in a timely manner.

Date \_\_\_\_\_

Name of Person Requesting Records \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Email (Please print)**

Description of Records Requested (**PLEASE BE SPECIFIC**) **CHECK ALL THAT APPLY**

WELL PERMIT [ ] OTHER [ ] (PLEASE DESCRIBE) \_\_\_\_\_

SEPTIC PERMIT [ ] \_\_\_\_\_

**CURRENT OWNER**

\_\_\_\_\_

**PROPERTY ADDRESS AND / OR PARCEL #**

\_\_\_\_\_

**(FOR WELL AND SEPTIC PERMIT RECORD) PLEASE PROVIDE OWNER/BUSINESS NAME, IF DIFFERENT THAN CURRENT OWNER, AND YEAR WHEN WELL OR SEPTIC SYSTEM WAS INSTALLED**

\_\_\_\_\_

**SUBDIVISION NAME AND LOT NUMBER**

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

**For office use only:**

Record Custodian's Initials \_\_\_\_\_ Request was E-mailed \_\_\_\_\_ Faxed \_\_\_\_\_ In Person \_\_\_\_\_ USPS \_\_\_\_\_

Date Request was Received \_\_\_\_\_ Date Requested was Sent to Requestor \_\_\_\_\_

**Leading the Charge to a Healthier Chatham**

80 East Street, PO Box 130, Pittsboro, NC 27312 • Phone: 919-542-8208 • Fax: 919-542-8288  
[www.chathamnc.org/environmentalhealth](http://www.chathamnc.org/environmentalhealth)