



Inspection Request Form

Complete and fax to: 613-692-1507 or e-mail: septic@rvca.ca

Section A. Property and General Information			
Date Submitted (mm/dd/yyyy)		Septic File Number:	
Civic Address			
Former Township	<input type="checkbox"/> Osgoode <input type="checkbox"/> Cumberland <input type="checkbox"/> Goulbourn <input type="checkbox"/> Torbolton <input type="checkbox"/> Nepean		
	<input type="checkbox"/> Huntley <input type="checkbox"/> Rideau <input type="checkbox"/> Gloucester <input type="checkbox"/> Fitzroy <input type="checkbox"/> Kanata <input type="checkbox"/> Ottawa		
Property Owner			

Section B. Requestor Information			
Name of Requestor		Phone Number:	
E-mail		Fax Number:	
I am the (check one)	<input type="checkbox"/> Installer <input type="checkbox"/> Engineer <input type="checkbox"/> Property Owner		

Section C. I am Requesting the following:		
<input type="checkbox"/> 1 st – Subgrade (If required - check one): Scarification Clay Seal Subgrade	<input type="checkbox"/> 2 nd – Installation Inspection (Check all that apply) Refer to attached: As-Built Components Page As-Built Drawing Engineers Letter Filter Media Bills Grain Size Analysis Maintenance Agreement ESA Permit Number:	<input type="checkbox"/> 3 rd – Final Grade Inspection Note: Topsoil must be applied unless winter conditions exist at Director's discretion All deficiencies must be addressed from installation report
Notes/Comments		

Section D. Re-inspection			
<input type="checkbox"/> Re-inspection - 1 st call	<input type="checkbox"/> Re-inspection Request – 2 nd call		
	Note: Re-inspection fee applies on requests for same deficiency – Please provide payment information below		
	Card Type:	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	
	Card Number:		Expiry: (mm/yyyy)
	Cardholder Name:		
Notes/Comments			

Please Note:

- 3-5 business day turn around for inspections
- OSSO file will be given to inspector upon receipt of this request form
- PRIORITY will be given to requests that have septic file/permit numbers