



# Inspection Request Form

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

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

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