

Copy Fee per Page – 10 cents

SEARCH FEE *- \$10.00

Once you find the information you are looking for, please provide our office with the Permit Number, Application Date and Applicant Name on the permit. A copy of the actual permit may be obtained from our office located in the appropriate county (see listed office locations), for a modest copy fee (currently 10 cents per page).

If you are unable to find the information you are searching for, PHD personnel will be happy to do the search for you.

***A service Search Fee of \$10.00 will be charged for anything over an hour of personnel's time. This search may take a few days to complete, depending on current workloads.**

The Internet search has a print option to print out the list of records you obtained from your search. You may highlight the records you need hard copies for and fax, mail or bring in the list and our staff will provide you with the documents.

OFFICE LOCATIONS:

BENEWAH COUNTY ST. MARIES

137 N. 8th St.
St. Maries, ID 83861
Tel: (208) 245-4556
Fax: (208) 245-3692

BONNER COUNTY SANDPOINT

322 Marion
Sandpoint, ID 83864
Tel: (208) 265-6384
Fax: (208) 265-8550

BOUNDARY COUNTY BONNERS FERRY

7402 Caribou
Bonners Ferry, ID 83805
Tel: (208) 267-5558
Fax: (208) 765-4308

KOOTENAI COUNTY HAYDEN

8500 N. Atlas Rd.
Hayden, ID 83835
Tel: (208) 415-5200
Fax: (208) 415-5201

SHOSHONE COUNTY KELLOGG

114 Riverside
Kellogg, ID 83837
Tel: (208) 786-7474
Fax: (208) 786-7019

SEPTIC RECORD SEARCH

At
**Panhandle Health
District**



Public Health

HOW TO SEARCH THE DATABASE

The Panhandle Health District has collected over 40,000 septic records into a searchable database for Internet retrieval. By using this database you will be able to obtain the necessary information to acquire a hard copy of the original septic permit issued for a parcel of land.

LET'S GET STARTED!

INTERNET LOCATION:

Proceed to the Panhandle Health District website at: <http://www.state.id.us/phd1>

1. Click on the link for Environmental Health, Research & Technology.
2. Click on link for Environmental Health.
3. Go to the bottom of the page and under Land Development, click on the link for Subsurface Sewage Application/Forms.
4. Under the heading of Application and Forms, click on the link for Search Septic Records.

TYPE OF INFORMATION NEEDED FOR SEARCH

- County
 - Applicant Name
 - Permit Date
 - Parcel Number
 - Township
 - Range
 - Section
 - Subdivision Name, Lot and Block
- Not all records contain all of the above listed information. Therefore we suggest you search on general information initially and subsequently refine your search.*

SUGGESTED SEARCHING METHODS:

We suggest you start your search with a minimal of fields and slowly narrow down the search. For example, start with:

- Applicant's Last Name
Or
- Section, Township and Range
Or
- Subdivision Name

DISCLAIMER: All records provided are for informational purposes only. For verification about an expired permit record (over 1 year old), please complete a Mortgage Survey Application or apply for a new Site Evaluation/Permit.

NAME: If you know the name of the applicant for the permit, type in the last name only. The search will be conducted to find any occurrence of the name. For example if you entered **JOHN** in the "Applicant" field you would find any permit with any occurrence of **John** such as **Johns, Johnson, Johnsen, Johnstone, or Smith, John**. This is the best starting point for doing any search with the addition of refinements if needed.

SECTION, TOWNSHIP, RANGE:

This information is recorded for individual permits. Parcels of land within a subdivision may not include this information. If the parcel you are looking for is within a subdivision, use the subdivision field to search for the parcel. Not all of this information is complete, as it was not always recorded with all permits.

SUBDIVISION: The Subdivision field searches with the same methods as the name field. If you entered **Pine** in the field you would obtain subdivision information for **Pine Tree, Pinevilla** or **White Pine** if they existed.