



TECHNICAL GUIDANCE

Septic System Evaluation Report – Finding Your Septic Records

Paper documentation of your current septic system evaluation is required as part of the annual license renewal and payment. You do not have to wait for a copy to be mailed to you from the septic service provider. Once your service provider has submitted the report electronically, you have two methods of retrieving septic inspection reports. At this time we do not accept online submissions of septic records for food or mobile home park license renewals.

1. Island County Public Portal – Parcel Search

Web Link: <https://co-island-wa.smartgovcommunity.com/Parcels/ParcelHome>

- You may also keyword search: 'Island County Public Portal' to find the Parcel Search website.
- In the Parcel Search page, enter your address or parcel number to locate all the associated septic records.
- Select your property. In the "Applications" section of the webpage look for the Report URL to the system evaluation or pumping records that correspond to the date(s) of service. Open the report(s) and print.

2. OnlineRME - Report Search

Web Link: [https://www.onlinermc.com/\(S\(0iyyffqjtaslwp5alz1lh24\)\)/contractorsearchproperty.aspx](https://www.onlinermc.com/(S(0iyyffqjtaslwp5alz1lh24))/contractorsearchproperty.aspx)

- You may also keyword search: 'OnlineRME site search' to find the website.
- Under the Site Search page, select Island County and enter your address or parcel number.
- Select your parcel, if needed.
- Select 'Service History' under the Site Work History tab on the left side of the screen.
- Open the desired report by clicking on the corresponding clipboard icon and print.

Once you have obtained and reviewed your records, ensure that all noted deficiencies are corrected and include documentation of all corrective actions taken in the form of pumping and/or follow-up reports. **If you have any trouble locating your records, please call us directly and we can walk you through the process.** Late or incomplete applications are subject to late fees, so call well in advance of the December 31 deadline.

Respectfully,

ICPH Onsite Operations and Maintenance Team
Operationsandmaintenance@islandcountywa.gov
(360)679/7350