



## Island County Public Health

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### 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 the septic professional has submitted the report to an online database there are two (2) ways you can find and print your septic records. We do not accept online submissions of septic records for food or mobile home park license renewals.

### Option 1. Island County Public Portal – Parcel Search

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

- Google 'Island County Public Portal' to find the website
- Under parcel search enter your address or parcel number to locate all the associated septic records.
- Select your property and look for the Report URL to the system evaluation or pumping records. Open the report and print.



Scan the above QR code using your mobile phone's camera! Takes you to the Island County Public Portal.

### Option 2. OnlineRME - Report Search

[https://www.onlinerme.com/\(S\(0iyyffqjtaslwp5alzylh24\)\)/contractorsearchproperty.aspx](https://www.onlinerme.com/(S(0iyyffqjtaslwp5alzylh24))/contractorsearchproperty.aspx)

- Google 'OnlineRME report search' to find the website
- Under report search select Island County and enter your address or parcel number
- Select your parcel
- Under site work history select service history
- Select the most current report and print.



Scan the above QR code using your mobile phone's camera! Takes you to the OnlineRME Report Search.

Once you have secured your records be sure to make all noted corrections and if necessary the associated documentation of said corrections. **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 1<sup>st</sup> deadline.

Respectfully,

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Operations and Maintenance – On-Site Sewage Systems – Island County Public Health

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