

# SEPTIC PLAN (HHE-200) RECORD SEARCH REQUESTS

## **Form Instructions**

1. Type directly into the fields on the form, then "Save As" and print. Alternatively, print the form first and complete it by hand.
2. Mail the 1-page form along with payment (\$15.00 per 5-year search). Please make your check or money order payable to *Treasurer, State of Maine*, and mail to:

Subsurface Wastewater Program  
286 Water Street, 3rd Floor  
SHS 11  
Augusta, ME 04333-0011

## **Frequently Asked Questions**

### ***What records are available?***

- Septic records from the early 2000's to present are publicly available on the Maine Subsurface Wastewater website via an online search (<https://www1.maine.gov/cgi-bin/online/mecdc/septicplans/index.pl>). The Department is currently working to convert older permits to electronic format and will include these files in the online search as they become available. Check the link above for current availability.
- The State Office holds microfiche records from July 1974 to 2004, including both new and replacement/revised permits. Microfiche records require a record search application and fee in order to review.
- There is no guarantee that the applicable HHE-200 will be on file.

### ***Why do you ask for all of this information on the form?***

- Locating the correct permit can be challenging. Records are organized only by town and year—not by the physical address. Starting in the mid-1980s, permits are also indexed by the name of the property owner or applicant. Completing all applicable fields on the form as completely and accurately as possible will enable us to perform a thorough search.

### ***Where can I find the information to complete the form?***

- The best initial contact is the respective Town office. If the Town does not have the septic plan on file, the Town Assessor should be helpful in providing the names of the previous property owners and street names at the time the septic system was installed/replaced.
- In addition to the completed form, you may include any additional, relevant information that is available. *Any subsequent, additional, or changed search parameters will require a second fee and search.*

### ***Can you take payment electronically or over the phone?***

- Unfortunately, we are not able to process payment by credit or debit card, nor any type of electronic payment. Only paper checks or money orders are accepted payment at this time.

### ***Will my payment be returned if the file is not found?***

- The fee is for the review of records and is non-refundable.

### ***How long will it take to receive the search results?***

- Please plan for 2-3 weeks to process your request. You will receive a response regardless of the success of our search. We will mail and/or e-mail a copy of the plan to you.
- Unfortunately, we are not able to expedite your request. Record searches are performed in the order in which they are received with full payment. Faxing or emailing your requested search will not lead to a quicker result.

**Additional questions? Please call us at 207-287-2070 or email [subsurface.wastewater@maine.gov](mailto:subsurface.wastewater@maine.gov).**



Paul R. LePage, Governor      Rickett Hamilton, Commissioner

Department of Health and Human Services  
 Maine Center for Disease Control and Prevention  
 286 Water Street  
 11 State House Station  
 Augusta, Maine 04333-0011  
 Tel.: (207) 287-8016; Fax: (207) 287-9058  
 TTY Users: Dial 711 (Maine Relay)

Tel. (207) 287-2070

Drinking Water Program

Fax (207) 287-4172

**SEPTIC PLAN (HHE-200) RECORD SEARCH REQUEST**

*Documents dated prior to July 1974 are not on file in this office.*

**Property Information – Required**

*\*Indicate a single year, if known, or a date range of up to five (5) years on which to focus our search.*

Year of original septic installation\* \_\_\_\_\_ - OR - Year of replacement/expansion\* \_\_\_\_\_

Name of owner at time of system installation or last major revision \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_ Maine      *Zip Code not required*

**Helpful Information – Not Required**

Permit number \_\_\_\_\_ Lot/property size \_\_\_\_\_ (Acres or Sq. ft.)      # of Bedrooms \_\_\_\_\_

Name of subdivision \_\_\_\_\_ Map# \_\_\_\_\_ Lot # \_\_\_\_\_

Alternate/Previous Road Name(s) \_\_\_\_\_

Name of septic installer \_\_\_\_\_

Building type:     Single Family Home       Mobile/Modular Home       Seasonal  
                           Multi-Unit Home       Commercial       Other \_\_\_\_\_

**Additional Information**

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Office Use Only	
Amount \$	
Check#	
Date	
<b>Notes</b>	

**Applicant Information – Required**

*Results will be sent to the mailing and email addresses provided below*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_

**Questions? Call us at (207) 287-2070, or email  
[subsurface.wastewater@maine.gov](mailto:subsurface.wastewater@maine.gov)**