

## Verification and Compliance Form

Property Owners Name: \_\_\_\_\_

Address of Property with Septic System: \_\_\_\_\_

**Step 1: VERIFICATION (Please check any that apply. If none apply, move to Step2.)**

<input type="checkbox"/>	This system is an engineered system. If you checked this block, please stop here and return this form. Once this information is confirmed, this system will be removed from the Program and the pump-out and inspection requirements will not apply. Engineered septic systems are subject to different state requirements and records for the maintenance of these systems should be submitted the Virginia Health Department (VDH). For more information on the requirements associated with your engineered system please contact VDH at 804-501-4530.
<input type="checkbox"/>	This property is connected to County sewer. If you checked this block, please stop here and return this form. Once this information is confirmed by Public Utilities, the property will be removed from the Program and the pump-out and inspection requirements will not apply.
<input type="checkbox"/>	This property uses a pit privy. If you checked this block, please stop here and return this form. You will be removed from the mailing list.
<input type="checkbox"/>	This system is not located within a Chesapeake Bay Preservation Area. If you check this block, please stop here and return this form and documentation that the system is located outside a Chesapeake Bay Preservation Area. Once this information is confirmed, the system will be removed from the Program and the pump-out and inspection requirements will not apply.
<input type="checkbox"/>	This property is unoccupied. If you checked this block, please stop here and return this form. You will be sent a follow-up mailing in five years to confirm if this property is still unoccupied. You do not need to submit a pump-out or inspection record at this time.
<input type="checkbox"/>	This system was installed in the last five years. If you checked this block, please stop here and return this form indicating the year that the septic system was installed here: _____. You do not need to submit a pump-out or inspection record at this time – this requirement becomes effective five years after the date of installation. You will receive a mailing to remind you of this.

**Step 2: COMPLIANCE (Please complete either Option #1 or Option #2.)**

**Option #1:** Date of Septic Pump-out: \_\_\_\_\_ Name of Hauler: \_\_\_\_\_

**OR**

**Option #2:** Date the septic system was inspected by a certified operator or on-site soil evaluator: \_\_\_\_\_

Did the inspection determine that the system is functioning properly and does not need to be pumped out?

\_\_\_Yes      \_\_\_No

**If the system has not been pumped out or inspected, please do promptly and return this form.**

**Step 3: DOCUMENTATION (Please attach a copy of pump-out or inspection invoice.)**

**This form must be completed and returned in the enclosed envelope to:**

**County of Henrico, Department of Public Works  
Septic System Pump-Out/Inspection Program  
P.O. Box 90775**

**Henrico VA 23273- 0775**

**Or faxed or emailed to: Fax: 804-501-7470**

**Email: [septic-systems@henrico.us](mailto:septic-systems@henrico.us)**