

# FILE SEARCH REQUEST

Environmental Health Services  
169 Pine Street South, Timmins, ON P4N 6H4  
Tel: 705.267.1181 Ext. 2996 or 1.800.461.1818  
Fax: 705.264.3980  
inspections@porcupinehu.on.ca



Health Unit file number: \_\_\_\_\_ Date received: |<sup>YEAR</sup> |<sup>MONTH</sup> |<sup>DAY</sup>  Cash  Debit  MO  Cheque  Visa  MC  
Receipt #: \_\_\_\_\_

The health unit requires 15 working days to complete a file search. This form is to be accompanied by a \$225.00 fee payable to the Porcupine Health Unit (subject to change without notification). Note: If the information requested below is NOT COMPLETE or is INCORRECT, this application CANNOT be processed.

## Please print clearly

Request from: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Type:  home  mobile  work  other (specify): \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Residential  Commercial (Name and type of commercial property): \_\_\_\_\_

## Legal description

Municipality: \_\_\_\_\_ Township: \_\_\_\_\_ Lot: \_\_\_\_\_ Conc.: \_\_\_\_\_

Parcel(s): \_\_\_\_\_ Plan No(s): \_\_\_\_\_ Sublot(s): \_\_\_\_\_

PIN: \_\_\_\_\_ Other: \_\_\_\_\_

House number: \_\_\_\_\_ Street/Road: \_\_\_\_\_ City: \_\_\_\_\_

Registered owner(s): \_\_\_\_\_

Additional information (previous owner(s), year of construction, years of ownership):  
\_\_\_\_\_

I hereby certify that the information contained in this application is correct to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** |<sup>YEAR</sup> |<sup>MONTH</sup> |<sup>DAY</sup>

## Authorization

**Authorization is required when this request is made by a person who is not the registered owner.** I, the owner, hereby authorize the Porcupine Health Unit to release any information or photocopies of documents for the above-noted property in the possession of the Porcupine Health Unit to the said agent.

Name of authorized agent: \_\_\_\_\_

Owner(s) name (print clearly): \_\_\_\_\_

**Owner(s) signature required:** \_\_\_\_\_ **Date:** |<sup>YEAR</sup> |<sup>MONTH</sup> |<sup>DAY</sup>

## File search request results – Porcupine Health Unit office use only

On |YEAR| |MONTH| |DAY| a file search of office records was conducted involving:

- a 2-year search on general files under the *Health Protection and Promotion Act*.
- a 5-year search on Ontario Tobacco and Electronic Cigarette Enforcement Activities.
- a search of *Ontario Building Code/Environmental Protection Act* files for private sewage disposal systems with a daily sewage flow of up to 10,000 litres.

Our records indicate that:

- there were some  there are no outstanding orders under the *Health Protection & Promotion Act*.
- there were some  there are no charges under the *Smoke-Free Ontario Act*.
- there were some  there are no records on file for the private sewage disposal system.
- there were some  there are no records under *Small Drinking Water System Regulations*.
- No records found  Refer to attached file(s)  Refer to comments below

Comments:

This information is provided without prejudice. We have attempted to be as accurate as possible in providing the above information but can assume no liability for its correctness. Other government agencies may have additional information on this property, i.e., Ministry of the Environment, Conservation and Parks for water quality and sewage systems with a design capacity of greater than 10,000 litres per day. The Porcupine Health Unit shall not be prevented from taking any required action if information is forthcoming that health hazards exist.

**Authorized signature, Environmental Health**

**Date:** |YEAR| |MONTH| |DAY|

To meet public health requirements, any personal information on this form is collected under the authority of one or more of the following (as amended) and related regulations: Health Protection and Promotion Act, R.S. O. 1990; Smoke-Free Ontario Act, S. O. 2017; Skin Cancer Prevention Act, 2013, S. O. 2013; Healthy Menu Choices Act, 2015, S.O. 2015; Safe Drinking Water Act, 2002, S. O. 2002; Ontario Building Code Act, 1992, S. O. 1992; Funeral, Burial and Cremation Services Act, 2002, S. O. 2002; Environmental Protection Act, R.S.O.1990; Regulated Health Professions Act, 1991, S.O. 1991; and is in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S. O. 1990 and the Personal Health Information Protection Act, 2004, S. O. 2004. Questions about this collection should be directed to the Program Manager at the Porcupine Health Unit, Timmins office, 705.267-1181, ext. 2304.

TIMMINS  
169 Pine St. South  
Postal Bag 2012  
P4N 8B7  
Tel. (705) 267-1181  
Fax (705) 264-3980  
Toll free 800 461 1818

COCHRANE  
2-233 8<sup>th</sup> Street  
POL 1C0  
Tel. (705) 272-3394  
Fax (705) 272-4996

HEARST  
1030 George St.,  
Unit 2, Box 2470  
POL 1N0  
Tel. (705) 362-4854  
Fax (705) 362-7462

HORNEPAYNE  
247 Third Avenue  
Box 127, P0M 1Z0  
Tel. (807) 868-2091  
Fax (807) 868-2225

IROQUOIS  
FALLS  
58A Anson Drive  
Box 575, P0K 1G0  
Tel. (705) 258-2247  
Fax (705) 258-2249

KAPUSKASING  
4 Ash, P5N 2C8  
Tel. (705) 335-6101  
Fax (705) 337-1895

MATHESON  
Bingham Hospital  
507 Eighth Avenue  
Box 490, P0K 1N0  
Tel. (705) 273-2954  
Fax (705) 273-2522

MOOSONEE  
38 Revillion Road  
Box 730, P0L 1Y0  
Tel. (705) 336-2294  
Fax (705) 336-2919

SMOOTH ROCK  
FALLS  
141 5<sup>th</sup> Street  
Box 388, P0L 2B0  
Tel. (705) 338-2654  
Fax (705) 338-2250

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