



111 North County Farm Road  
Wheaton, IL 60187  
Telephone: (630) 682-7979, x7660  
Fax: (630) 221-7661

This information is to assist with your request for Environmental Health Services records.

**Completion of this form is not required.**

Your request for Public Records will be processed by the DuPage County Health Department for documents that you specify on these topics:

1. Education, inspection or regulation activities within a minimum of the last five years for:
  - Retail food, such as restaurants and groceries
  - Day cares
  - Environmental health complaints
  - Pools, spas, tanning, body art
  - West Nile virus surveillance
2. Property records regarding permits, tests and inspections of water wells and private sewage disposal systems (i.e., septic systems).
  - DuPage County Health Department has only a limited number of these records. See "Property Records at the Health Department"
  - DuPage County Department of Economic Development & Planning (EDP), or individual municipalities, may have some of these records

**Property Records at the Health Department**

- From the 1950's to the 1980's, the Health Department issued permits only in the incorporated areas. The Building Department administered unincorporated areas.
- In the mid-1980's, the Health Department began to administer some permits for the County Building Department (now EDP), using EDP's records system.
- In April, 1994, the Health Department began issuing permits under our own system.
- Water well plugging (sealing) records began in 1971.

Dates are general guidelines only.

Please note that the Health Department does not maintain records about removal of underground or above ground storage tanks, abatement of lead-based paint or asbestos-containing material, or releases of hazardous material.

You can enable the best search of records by providing specific references that are relevant to your search. Please write that information here:

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Document number(s)  
Approximate date(s)  
Subject facility name(s)

Description (inspection, complaint report, system location, etc.)

10-digit Property Identification Numbers (PINs or PPNs), including previous PINs at the same site \*

Subject address, with previous addresses at the same site \*

\* If you do not provide Property Identification Numbers (PINs), we may not be able to locate old permit information. Property documents are located in multiple files and databases. Any time you change your property, you get a new PIN and possibly a new street number.

Your name and phone number: \_\_\_\_\_

Mail or e-mail document(s) to: \_\_\_\_\_

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