

DIRECTIONS FOR SEPTIC TANK/WELL FILE SEARCHES

1. Go to Sussex County Website: www.sussex.nj.us
2. Click on **Departments**.
3. Click on **Health (Division of)**.
4. Click on - **Health Records**.
5. Under **Commonly Requested**, select **Septic and Well Records**.
6. You will come to **Public Records Access Search** and a Disclaimer.
Scroll down under Disclaimer and hit **I AGREE**.
7. A little grey box will pop up in the upper left-hand corner. Under **Select Search Type** use drop down arrow and select **Public Access – Septic and Well**.
8. **LEAVE DATES BLANK!!!**
9. Under **Municipal Name**, click on the drop-down arrow, select **SPARTA TOWNSHIP**.
10. Input **Block and Lot**.
11. Hit **Search**.
12. If you receive the message **NO DOCUMENTS AVAILABLE**, that means the Sussex County does not have anything on this Block & Lot and you may have to check with Sparta Township Zoning Department for further information.