

Adams County Board of Health
923 Sunrise Ave. West Union, OH 45693
Office: (937) 544-5547 Fax: (937) 544-3035

HOW TO GET A PRIVATE WATER SYSTEM PERMIT TO INSTALL

A permit to install is required for a test well, well, spring development, hauled water system, cistern, and pond/lake development for a water source.

1. Fill out the permit application completely. The top portion is self-explanatory. In the site plan section, carefully draw a map of your property and indicate the following: (a) property lines (b) public roadways (c) private drives (d) buildings (e) existing or proposed sewage system (f) existing or proposed water system (g) any other items which might affect a water system, i.e. old wells, springs, streams, ponds or lakes, feedlots, manure piles, outhouses, etc.

As accurately as possible, measure the distance requested on the right side of the page and record these numbers in the appropriate spaces. A properly located well must be a minimum of:

- (a) 05' from all property lines and easements (e.g. power lines, utility lines)
 - (b) 10' from a building foundation
 - (c) 15' from any road right of way
 - (d) 25' from any driving surfaces
 - (e) 10' from any sewer lines, drains-watertight pipes
 - (f) 25' from any streams, lakes, ponds, ditches
 - (g) 100' from sewage leaching pits, leaching outhouses
 - (h) 50' from sewage tanks, sewage absorption fields, sealed vault outhouses, fuel storage tanks, livestock pens, and manure piles
2. When the application is completed, signed and dated, return it with the appropriate fee (see below) to the Adams County Board of Health. A Sanitarian will then visit your property to review the application to be sure that all is in compliance with appropriate Ohio Department of Health Codes and Regulations. You will then be issued a validated permit to install or repair a water system. The permit expires one (1) year from the date of validation.

Adams County Private Water System Fees (2010)

Permit for a new installation	(Single Family)	\$294.00 (this includes state fees)
	(Non-Single Family)	\$344.00
Permit to alter/repair existing system	(Single Family)	\$174.00
	(Non-Single Family)	\$199.00
Penalty for system started before permit issued		25% of permit fee

**The permit fees reflect three (3) water samples for a new installation and one (1) water sample for an alteration or repair.

3. All work performed on the private water system must be done by a contractor that is registered with the Ohio Department of Health or may be done by the homeowner. When the system is finished, the following items must be completed before the water is used for human consumption:
 - (a) The water system must be disinfected according to directions provided;
 - (b) The well driller/contractor must file a copy of the well log within thirty (30) days of completion. The person who installs the pump(s) and other equipment must submit the completion form within fifteen (15) days of completion of the system. The homeowner and the contractor are held equally responsible for the submitting of these forms; and
 - (c) A water sample must be taken by a Sanitarian and tested to show it to be bacteriologically acceptable.
4. When the system has been inspected, a bacteriologically safe water sample has been obtained and all forms have been received by the Adams County Board of Health, the private water system will be approved for human consumption.

If you have further questions please contact the Adams County Board of Health at the above number.

County / City	Local Fee	State Fee	Total Fee Owed	Receipt #	Permit #
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OHIO DEPARTMENT OF HEALTH APPLICATION/PERMIT FOR A PRIVATE WATER SYSTEM

NOTE: Read the application instructions on the next page.

Complete form as directed. Form may be completed on the computer then printed or printed and completed by pen or typewriter.

CHECK ALL BOXES, IN THIS SECTION, THAT APPLY TO THE PERMIT REQUEST.

Type of Work: <input type="checkbox"/> <u>New Construction</u> <input type="checkbox"/> <u>Alteration</u> (includes expanding existing systems) <input type="checkbox"/> <u>Emergency Construction</u> <input type="checkbox"/> <u>Sealing Only</u> <input type="checkbox"/> <u>Test Well</u>	<input type="checkbox"/> <u>Replacement System</u> <input type="checkbox"/> <u>Emergency Alteration</u> <input type="checkbox"/> <u>Conversion to a PWS</u>	System will Serve: <input type="checkbox"/> Single family dwelling <input type="checkbox"/> Two or Three family dwelling <input type="checkbox"/> Multiple dwelling units* (includes MHPs / Campgrounds) <input type="checkbox"/> Building*	Type of PWS or Component: <input type="checkbox"/> Well <input type="checkbox"/> Pond* <input type="checkbox"/> Hauled Water Tank <input type="checkbox"/> Continuous Disinfection <input type="checkbox"/> Other _____	System being Sealed: <input type="checkbox"/> Well <input type="checkbox"/> Cistern <input type="checkbox"/> Hauled Water Tank <input type="checkbox"/> Pond <input type="checkbox"/> Spring
<input type="checkbox"/> <u>Public Water Supply</u> is being connected to the residence		<input type="checkbox"/> <u>Geothermal system</u> exists or is planned for this property		

*NOTE: If the private water system will serve other than a one, two, or three family dwelling, detailed plans must also be submitted in compliance with rule 3701-28-03 (E) of the Ohio Administrative Code. See site plan addendums for ponds, springs, cisterns, multiple dwelling units, and buildings.

COMPLETE THE FOLLOWING INFORMATION

Property Street Address or Location (include City and Zip Code)		Parcel # (optional)	Township/City/Village
Owner's Name	Owner Mailing Address (Street #, Street, City, State, Zip Code)	Phone #	
<input type="checkbox"/> Check this box if the Owner and Applicant Information is the same. If checked do not fill in applicant information.			
Applicant's Name	Applicant Mailing Address (Street #, Street, City, State, Zip Code)	Phone #	

All persons, including homeowners, performing work on a private water system must be registered with the Ohio Department of Health as required in Ohio Administrative Code Rule 3701-28-18(A). If the contractor information is not known at time of application, it must be provided prior to the commencement of work as per the requirements in Ohio Administrative Code Rule 3701-28-03(A)(1).

Private Water Systems Contractor	ODH Registration #	Phone #
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Notice to Applicant: This application will not be processed until the form bears the signature of the applicant and the date (below). This application must be accompanied by the site plan form(s) and the appropriate fee. This application is not approved until it has the date and signature of a registered sanitarian or sanitarian-in training employed by the local board of health.

I, the undersigned, hereby agree to install, construct, develop or alter the private water system named in this permit application in accordance with the attached site plan and all applicable rules governed by Chapter 3701-28 of the Ohio Administrative Code.

I, the undersigned, also understand that the issuance of this permit is conditioned upon the right of the department to enter upon the premises of the private system named in this permit at any reasonable time prior to, during, or after completion of the work specified in this permit for the purpose of determining compliance with Chapter 3701-28 of the Ohio Administrative Code.

I, the undersigned, agree to contact the local health department upon completion of the private water system in order for the local health department to perform the final inspection and collect the water sample.

I, the undersigned, understand that this permit will expire one (1) year from the date approved and all work must be completed by that date.

APPLICANT'S SIGNATURE	DATE OF SIGNATURE
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READ THE INSTRUCTIONS ON THE NEXT PAGE, THEN COMPLETE THE SITE PLAN FORM

County / City

Permit #

HEALTH DEPARTMENT USE ONLY

This permit is not valid without the sanitarian signature, approval date, and audit number.

Is a variance being requested prior to the permit being issued?

Yes If checked yes, complete the variance section on the Administrative Summary.

APPLICATION APPROVED BY (RS or SIT Only)	DATE APPROVED <i>Permit expires one (1) year from this date.</i>
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PLACE AUDIT
STICKER HERE

PERMIT EXTENSION		
Approved By	Date Approved	Date Extension Expires

See comments on the Administrative Summary

APPLICATION INSTRUCTIONS

1. This is a two part form: APPLICATION and SITE PLAN
2. The form may be completed:
 - a. By computer, then printing; or
 - b. By printing the blank document, and filling all information with a typewriter or pen;
3. Contact the Local Health Department for the following information:
 - a. Fee information;
 - b. Site Plan completion information (some local health districts require staff to complete site plans);
 - c. Rule information.
 - d. Registered private water system contractor information.
 - i. A complete list of registered private water system contractors is available on the Ohio Department of Health website at <http://www.odh.ohio.gov/odhPrograms/eh/water/water1.aspx>.
4. The applicant must sign and date the application prior to submitting to the Local Health District.
5. The applicable **FEES** must accompany all applications when submitting to the Local Health District. Applications will not be processed until all fees have been received by the Local Health District.
6. The Local Health District will review the application and site plan and notify you as to the application's status.
7. Contact the Local Health District if you do not receive information about the application status within fifteen (15) business days of submitting the application.

County / City

Permit #

OHIO DEPARTMENT OF HEALTH APPLICATION/PERMIT FOR A PRIVATE WATER SYSTEM SITE PLAN

Property Address

Owner / Applicant

Prepared by

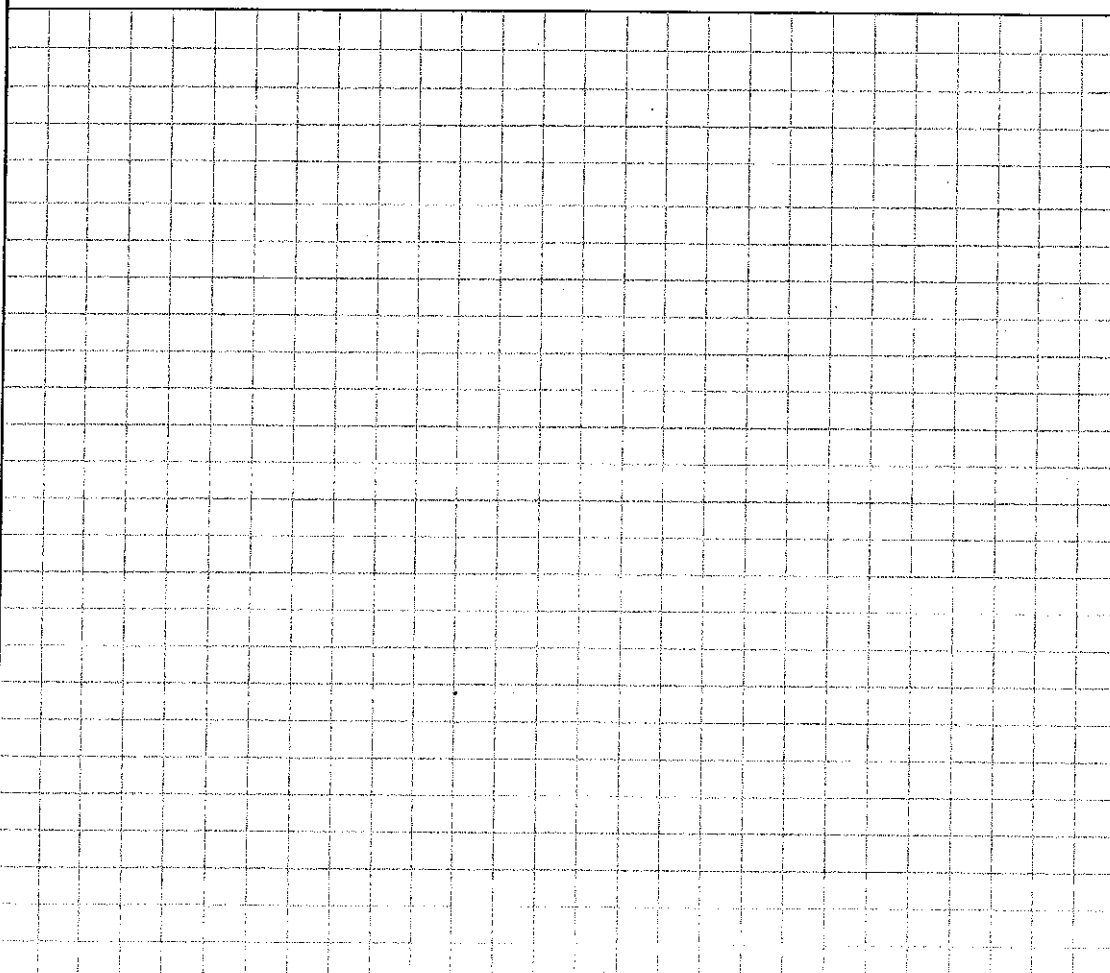
A site plan addendum form will be required in addition to this site plan form if this private water system permit request is being obtained for:

- 1) any private water system servicing greater than a three family dwelling, or a building;
- 2) any private water system servicing a pond, cistern, spring, or private water system located in an area of known flowing well conditions.

SITE PLAN DRAWING

Check this box if the drawing is supplied on a separate sheet.

- Clearly indicate the location of all proposed and existing private water systems.
- Clearly indicate all possible sources of contamination from the list to the right, including but not limited to the house, the sewage system and the driveway.
- Clearly indicate the north direction, property lines, roads and road intersections.



LIST OF POTENTIAL CONTAMINATION SOURCES.

Write the distance from the proposed private water system location to the source listed below, if applicable. The minimum distance requirements are indicated in () to the right of the source.

All distances must be specific to the private water system.

- _____ ft House, Building (10ft)
- _____ ft Property lines (10 ft)
- _____ ft Existing or properly sealed water wells (10 ft)
- _____ ft Road right-of-ways and road utility easements (10 ft)
- _____ ft Public Roadways (25 ft)
- _____ ft Driveway or parking lot (5 ft)
- _____ ft Sewer - watertight (10 ft)
- _____ ft Sewage tanks, sewage absorption fields and watertight vault privies (50 ft)
- _____ ft Leaching privies, leaching pits, dry wells, or drainage wells (100 ft)
- _____ ft Unregulated constructed wells or boreholes (50ft)
- _____ ft Closed loop geothermal systems (25 ft)
- _____ ft Streams, lakes, ponds (25 ft)
- _____ ft Storm water and other ditches with intermittent water flow (15 ft)
- _____ ft Natural gas or propane tanks (20 ft)
- _____ ft Fuel oil, diesel, chemical, gasoline and other petroleum liquid tanks (50 ft)
- _____ ft Oil and gas wells (100 ft)
- _____ ft Landfills (1000 ft)
- _____ ft Construction and demolition debris facility (500 ft)
- _____ ft Agricultural manure ponds, lagoons, or piles (50-300 ft)
- _____ ft Other: _____

Comments

Please refer to OAC 3701-28-07 for additional required distances.