

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* <input type="checkbox"/> Building* <small>(includes MHPs / Campgrounds)</small>	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 _____	<input type="checkbox"/> Spring* <input type="checkbox"/> Cistern*	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
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Public Water Supply is being connected to the residence Geothermal system 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
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Owner's Name	Owner Mailing Address (Street #, Street, City, State, Zip Code)	Phone #
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Check this box if the Owner and Applicant is the same. **Applicant Email Address**

Applicant's Name	Applicant Mailing Address (Street #, Street, City, State, Zip Code)	Phone #
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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 #
Private Water Systems Contractor	ODH Registration #	Phone #
Private Water Systems Contractor	ODH Registration #	Phone #

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 #

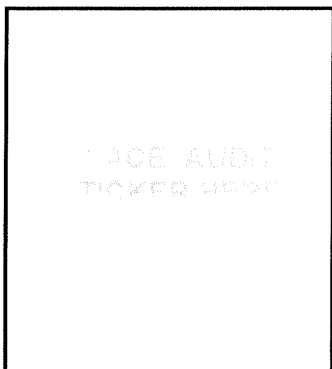
HEALTH DEPARTMENT USE ONLY

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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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.

<p>SITE PLAN DRAWING <input type="checkbox"/> Check this box if the drawing is supplied on a separate sheet.</p> <p>-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.</p>	<p>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.</p> <p>_____ 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 Geothermal systems (50 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: _____</p> <p>Please refer to OAC 3701-28-07 for additional required distances.</p>
<p>Comments</p>	



Public Health
Prevent. Promote. Protect.

Board of Health Sidney-Shelby County

202 W. Poplar Street, Sidney, OH 45365

Steven J. Tostrick, MPH, REHS, RS
Health Commissioner

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Fax: (937) 498-7013
sschd@shelbycountyhealthdept.org
shelbycountyhealthdept.org

PRIVATE WATER SYSTEM APPLICATION/PERMIT FEES

The following fees include the cost of a single total coliform water sample and cover the sealing of an existing well with the installation or alteration of a well:

New Installation Permit – Single family dwelling	\$394.00
New Installation Permit – Non-single family dwelling	\$444.00
Alteration Permit – Single family dwelling	\$200.00
Alteration Permit – Non-single family dwelling	\$225.00

The following are straight fees (when not covered by a permit above):

Sealing Permit – Single family dwelling	\$ 50.00
Sealing Permit – Non-single family dwelling	\$ 50.00
Total coliform water sample (enumeration/quantitative)	\$ 60.00
Other water tests	Lab fee + \$ 40.00
Application for variance	\$ 50.00

Other

Water Hauler – first vehicle	\$100.00
Each additional vehicle	\$ 25.00

Penalty for work performed without a permit – 25% of local fee



Steps to Construct, Alter and Seal a Private Water System (PWS)

December 2012

The following seven steps will help guide a property owner, homeowner, or home builder through the process of having a private water system (PWS) constructed, altered, or sealed on their property. Private water systems include wells, cisterns, hauled water storage tanks, springs and ponds.

1. Review the Private Water Systems Rules

- a. Prior to beginning the process of constructing, altering, and/or sealing a private water system, review the Private Water Systems Rules (Chapter 3701-28 of the Ohio Administrative Code). Both private water systems contractors and property owners are responsible for following the private water systems rules. If you have questions about the rules, this is the time to contact your Local Health District office or the Ohio Department of Health to get answers. The private water systems rules are available at the local health district office or on the Ohio department of Health website at <http://www.odh.ohio.gov/rules/final/f3701-28.aspx>.

2. Who is performing the work on the private water system

- a. If you plan to hire a contractor to construct your private water system, the contractor must be registered and bonded with the Ohio Department of Health. A current list of registered private water systems contractors is available on the Ohio Department of Health website at <http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/List-of-PWSContractors.aspx>.
- b. If you are a property owner planning to work on property owned by another property owner or are constructing, altering, or sealing a private water system on your own property, you must obtain registration through the Ohio Department of Health. Contact the Ohio Department of Health's Private Water Systems Program at (614) 644-7558.

3. Applying to Construct, Alter, and/or Seal a Private Water System

A PWS permit must be obtained from the local health district before the construction, alteration, and sealing of a private water system. **Note:** Penalty fees will be assessed to the permit fees if work begins prior to obtaining a permit unless the work meets the conditions addressed in OAC rule 3701-28-02(H) and rule 3701-28-02(A)(1)(a). See section 3709.09(D) of the Ohio Revised Code for the penalty fee requirements.

- a. Complete the permit application. The local health district will ask you to provide the name of the private water systems contractor you intend to hire. You must sign and date the application.
- b. Complete the Site Plan.
 - i. Site plans may be completed by the property owner, private water systems contractor or the health department sanitarians;
 - ii. A site plan shall have a drawing of the property indicating all possible sources of contamination;
 - iii. A site plan shall document all distances relative to the placement of the private water system and must be compliant with Ohio Administrative Code rule 3701-28-07.
- c. If the private water system serves a building or multiple dwellings or the private water system to be constructed is a pond, cistern, spring, or flowing (artesian) well, additional plans are required as per Ohio Administrative Code rule 3701-28-03(E) and (F).

4. Validation of the permit application

- a. Once the application has been reviewed by the local health district, the local health district sanitarian will sign and date it if all information is compliant with the private water systems rules. If they application cannot be approved, the sanitarian will contact you about what may need to be done to approve the permit.
- b. Once you receive a copy of the approved permit, you will be given a copy of the permit by the local health district. A copy of the permit should be given to the private water systems contractor prior to beginning the work. The permit to construct, alter, or seal expires one (1) year from the date of validation by the sanitarian.

5. Site Plan Changes

- a. If there is a need to change the location of the private water system as shown on the original site plan, you and the private water systems contractor are responsible for contacting the local health district to receive approval prior to the construction.
6. **Completion of the private water system construction, alteration, and/or sealing**
 - a. Upon completion of the construction, alteration, and/or sealing or a portion of the private water system, required forms must be submitted to the local health district within time frames addressed in Ohio Administrative Code rules 3701-28-03(O), (P), (Q), and (R).
 - b. The local health district will review all submitted forms for compliance.
7. **Final Inspection, Water Sampling, and Permit Approval**
 - a. Upon review of all submitted forms and if the local health district determines the work was done within compliance of the rules, the local health district should make contact with you to arrange for a final inspection and the collection of a water sample.
 - b. The final inspection will further determine compliance of the construction, alteration, and/or sealing of the private water system.
 - c. The water sample will be tested by an approved ODH or OEPA laboratory to determine if the water supply meets the Microbiological Standards (<http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/eh/water/factsheet/microbiologicalstandards.ashx>).
 - d. If the results of the final inspection and water sample as well as the information documented on the required forms meet compliance with Ohio Administrative Code Chapter 3701-28, the permit will be approved.
 - i. If any results or observances are non-compliant with the private water systems rules, corrections must be made prior to the approval of the private water systems permit.

Any well (including non-potable, agricultural, irrigation, geothermal, or monitoring wells), cistern, hauled water storage tank, spring, or pond that is not approved as a private water system cannot be used as a private water system until the system meets compliance with Ohio Administrative Code Chapter 3701-28. If you have any questions about using a water system that has not been previously approved as a private water system, contact your Local Health District office.

Helpful Hints:

- To learn about the availability of groundwater and the depth of wells in your area, visit the Ohio Department of Natural Resources, Division of Soil and Water website at <http://www.dnr.state.oh.us/water/maptechs/wellogs/appNEW/> to review well logs. If you do not have internet access, you can contact the ODNR office at (614) 265-6740.
- Contact several private water systems contractors to get written estimates for the construction of your private water system.
- Always contact your local health district about the permitting requirements for private water systems. If you are not sure which Local Health District to contact, go to <https://odhgateway.odh.ohio.gov/lhdinformationsystem/Directory/GetMyLHD> or call the Ohio Department of Health Private Water Systems Program at (614) 644-7558.
- If possible, be present to observe the construction of your private water system. You may want to take pictures for documentation and record keeping. Depending on the type of drilling equipment used and the depth of the well, you can expect the drilling process to take several hours to several days.

Where can I get more information?

**Ohio Department of Health
Private Water Systems
246 N. High Street
Columbus, Ohio 43215
Phone: (614) 644-7558
Fax: (614) 466-4556
BEH@odh.ohio.gov**