

DEPT.

Local Health District	Local Fee	State Fee	Total Fee Owed	Date Received	Receipt #	Permit #
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OHIO DEPARTMENT OF HEALTH

APPLICATION / PERMIT FOR A PRIVATE WATER SYSTEM

The application instructions are available on page 2 of this form.

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

Type of Work: ☐ New Construction ☐ Replacement Construction ☐ Emergency Construction ☐ Conversion to PWS ☐ Test Well Construction ☐ Temporary Hauled Water	☐ Alteration ☐ Emergency Alteration ☐ Alteration – Public Water connection, not sealing ☐ Sealing or Decommissioning only	Serves, served or will serve: ☐ 1, 2, 3 family dwelling ☐ *Other than a 1, 2, 3 family dwelling ☐ *Multiple dwellings ☐ *Building ☐ Vacant lot (sealing only)	Type of System ☐ Well ☐ Hauled water storage tank ☐ *Cistern ☐ *Pond ☐ *Spring ☐ *Drive point well	Additional components: ☐ *Continuous disinfection and/or filtration system ☐ *Water treatment system – whole house ☐ *Buried pressure tank ☐ *Gas powered pump
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*FLOODPLAIN - Is the property or any portion of the property located within the 100-year floodplain? ☐ YES ☐ NO

*FLOWING WELL AREA - Is the property located in an area known for flowing well conditions? ☐ YES ☐ NO

*LAND APPLICATION - Is this property located within 300 feet of septage and wastewater land application area? ☐ YES ☐ NO

NOTE: An asterisk (*) denotes the requirement for additional plans and information as required in OAC rule 3701-28-03(F) and (G).

COMPLETE THE FOLLOWING INFORMATION – If there is no phone number or email address, place “none” in the box

Property address or location (include city and zip code)		Parcel # (optional)	Township/City/Village
Owner's Name	Owner's mailing address ☐ Check if same as property address		Phone number
Owner's Email Address			Alt. phone number
☐ Check this box if the Owner and Applicant Information is the same. If checked do not fill in applicant information.			
Applicant's name		Applicant's mailing or email address	Phone number
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).			
1	Private water systems contractor legal company name (as registered)	ODH Registration #	Phone number
	Email address		
2	Private water systems contractor legal company name (as registered)	ODH Registration #	Phone number
	Email address		

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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Once issued this permit will expire one (1) year from the date approved. All work must be completed by the date expiration.

Local Health District

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

Permit expires one (1) year from this date.

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 <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/info-for-homeowners/>.
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.

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Local Health District

Date Received

Permit #

OHIO DEPARTMENT OF HEALTH

APPLICATION/PERMIT FOR A PRIVATE WATER SYSTEM

SITE PLAN

Property Address

Owner / Applicant

Prepared by

As required in OAC 3701-28-03(F) & (G), additional plans will be required with 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, a building, or within three hundred feet of a land application area;
- 2) any private water system servicing a pond, cistern, spring, or private water system located in an area of known flowing well conditions.
- 3) any private water system installation including a drive point well, buried pressure tank, gasoline power pump, continuous disinfection system, or point-of-entry water treatment system.

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.

All distances must be specific to the private water system.

- _____ ft House, Building
- _____ ft Deck or porch, not part of foundation
- _____ ft Lot lines and easements
- _____ ft Existing properly constructed well, private
- _____ ft Existing properly constructed well, public
- _____ ft Properly sealed well
- _____ ft Well or borehole of unknown or unregulated unpermitted construction
- _____ ft Road right-of-way and road utility easements
- _____ ft Road driving surface
- _____ ft Driveway or parking lot
- _____ ft Watertight sewer or drain
- _____ ft Sewage tanks, sewage absorption fields, watertight vault privies, or gray water recycling system
- _____ ft Leaching privies, leaching pits, dry wells, or drainage wells
- _____ ft Geothermal systems
Identify Type: _____
- _____ ft Streams, lakes, ponds
- _____ ft Storm water structure, special conduits, or other ditches with intermittent flow
- _____ ft Bulk salt storage piles
- _____ ft Natural gas or propane tanks
- _____ ft Fuel oil, diesel, chemical, gasoline tanks or other petroleum liquids (< 1100gal)
- _____ ft Fuel oil, diesel, chemical, gasoline tanks or other petroleum liquid (>1100 gal)
- _____ ft Oil and gas wells or oil and gas well pad
- _____ ft Municipal solid, residential, and industrial waste, and composting facilities
- _____ ft Construction and demolition debris facility
- _____ ft Land application of septage, manure, or biosolids storage facility, stockpile, storage or staging area
- _____ ft Agricultural manure ponds, lagoons, or Piles
- _____ ft Other: _____

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

Comments

This page is not needed for a single residence. Use only for

Ohio Department of Health

Private Water System Site Plan – Additional Plans

This three part form may be used *in addition* to the Permit Site Plan HEA 5204 as per OAC rule 3701-28-03 (E) and (F). These forms should be completed for private water systems supplying water to multiple dwellings and buildings and Ponds, Cisterns, and Springs used for the use as a private water system.

Health District	Permit Number
Owner / Applicant	
Property Address	
Prepared by	

Complete all of the following information for the work being performed.

1. Number of individuals to be served by this system (if building or multiple family dwelling or multiple dwelling units): _____
2. List all materials, including the make and model number, to be used in construction, installation, or alteration of the private water system. Include Casing, Grout, Pitless Adapters, Pumps, Backflow Devices, Pressure Tank, Piping and Fittings, Hydrants, Disinfection equipment, Tanks, and any other materials used. If more space is needed, attach a separate list to this form.

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3. Provide a cross sectional drawing below showing a) water source, b) the water distribution piping from the source to all service connections, and c) the locations, layout, and type of all water systems equipment . Disinfection and filtration equipment must be completed on page 2 of this form.

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Comments



Ohio Department of Health
Bureau of Environmental Health
Private Water Systems

"To protect and improve the health of all Ohioans"

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 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**

The following chart provides the minimum isolation distance requirements established in Ohio Administrative Code (OAC) 3701-28-07 for private water systems. Refer to <http://codes.ohio.gov/oac/3701-28-07v1>, for the complete isolation distance rule language in OAC 3701-28-07.

This chart is provided as a courtesy and is not required to be submitted with the application and site plan.

Isolation Distance Requirements as per OAC 3701-28-07		Minimum
Potential Source of Contamination		
If the potential source of contamination is not listed below		50 ft
Dwelling or building foundation		10 ft
Deck or porch, not part of the building foundation for basement or crawl space		5 ft
Road right-of-way		10 ft
Normal Road surface (edge of) when no right-of-way is designated	25 ft - only if this isolation distance gives a greater separation distance than the road utility easement	
Road utility easement, when no right-of-way is designated	10 ft - only if this isolation distance gives a greater separation distance than the normal road surface	
Driveway or parking lot (edge of)		5 ft
Lot lines / Easements		10 ft
Watertight sewers and drains (more than five feet from outside the building foundation)		10 ft
Sewage treatment system (STS)		50 ft
Gray water recycling system (GWRS) components		50 ft
Leaching pits (not properly abandoned)		100 ft
Dry wells (not properly abandoned)		100 ft
Watertight vault privies		50 ft
Leaching privies		100 ft
Wastewater treatment plant		300 ft
Drainage wells		100 ft
Properly sealed wells		5 ft
Private water system well (constructed properly)		10 ft
Public water system well (constructed properly)	outside the sanitary isolation radius of the public water well – OAC 3745-9-04(B)(2)	
Water wells or boreholes of unknown or unregulated unpermitted construction		50 ft
Vertical open loop geothermal system, sealed with grout materials		25 ft
Horizontal or vertical closed loop geothermal system, utilizing propylene glycol		25 ft
Horizontal or vertical closed loop direct exchange geothermal system with circulating refrigerant or a heat transfer antifreeze other than propylene glycol		50 ft
Horizontal or vertical geothermal system of unknown or undocumented construction		50 ft
Streams, lakes, ponds and other permanent bodies of water		25 ft
Storm water structure / special conduits / ditches with intermittent water flow		15 ft
Bulk salt storage piles		100 ft
Fuel operated motors used for well pumps without secondary containment		50 ft
Fuel oil, diesel, chemical, or gasoline storage tanks or other petroleum liquids (less than 1,100 gal)		50 ft
Fuel oil, diesel, chemical or gasoline storage tanks or other petroleum liquids (greater than 1,100 gallons without secondary containment)		300 ft
Natural gas or propane (LP/liquid propane) home heating tanks above or below ground		20 ft
Oil and gas wells or the oil and gas well pad		100 ft
Municipal solid waste, residential waste, industrial waste, and Class I, II, III solid waste composting facilities		1000 ft
Construction and demolition debris solid waste facility and Class IV solid waste composting facilities		500 ft
A regional storage facility or other bulk storage facility for biosolids (sludge)		300 ft
Grass pasture with large animals (with barrier around well component)		5 ft
Animal waste management facility located at major, large, or medium concentrated animal feeding facilities (AFF)		300 ft
Animal waste management facility located at an AFF not designated concentration as major, large, or medium		150 ft
Animal housing or holding pens with no grass cover, stables, manure piles, fabricated manure storage and animal waste or treatment buildings not located at an AFF		50 ft
Land application of septage waste, manure, or biosolids (sludge) stockpile, storage or staging area where the Ohio EPA has determined the aquifer has a high susceptibility to contamination		300 ft
Surface land application area for septage, biosolids (sludge), commercially land applied manure, or other similar materials previously approved by Ohio EPA or the board of health		200 ft
Subsurface incorporation application area using septage, biosolids (sludge), commercially produced manure, or other similar materials previously approved by the Ohio EPA or the board of health		100 ft
Storage or preparation area for commercial application of fertilizers or pesticides		150 ft



Public Health
Prevent. Promote. Protect.

Board of Health *Sidney-Shelby County*

202 W. Poplar Street, Sidney, OH 45365

Phone: (937) 498-7249
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	\$494.00
New Installation Permit – Non-single family dwelling	\$529.00
Alteration Permit – Single family dwelling	\$300.00
Alteration Permit – Non-single family dwelling	\$335.00

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

Sealing Permit – Single family dwelling	\$100.00
Sealing Permit – Non-single family dwelling	\$100.00
Total coliform water sample (enumeration/quantitative)	\$ 95.00
Other water tests	Lab fee + \$ 75.00
Application for variance	\$ 100.00

Other

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

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