



COMMUNITY DEVELOPMENT AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION

WELL DRILLING PERMIT APPLICATION INSTRUCTIONS

Model Well Standards Ordinance Section 2.1.1

No person shall dig, bore, drill, deepen, modify, repair, or destroy a water well, cathodic protection well, observation well, monitoring well or any other excavation that may intersect ground water without first applying for and receiving a permit. (Model Well Standards Ordinance Section 2.1.1)

Locations within the **Coastal Zones**, on the **Bolinas Gridded Mesa**, or within **Water Districts or Public Water Systems** require additional requirements and procedures with other agencies. Contact the Well Senior for details.

APPLICATION: To obtain a permit to drill any well or test hole, address the following items in your application. The application can be submitted with payment by mail, in person by appointment, or can be sent electronically to: marinehs@marincounty.org and EHS support staff will contact the applicant for credit card payment.

1. A completed **application form** and associated application fee. Specify the proposed use of the well or test hole, and, if applicable, the proposed number of residences and parcels served. Please complete ALL applicable sections of the form; use N/A for “not applicable” when appropriate.

Applicants with drilling work located inside **city limits** are directed to contact the city. Some water districts and incorporated cities have their own well permitting requirements. Before submitting an application to EHS, please determine what requirements, if any, are in place of or are in addition to the county's, such as city business and encroachment permits. The EHS handout, "[Well Drilling Permits in Marin County - Local Authorities and Laws](#)" can help identify the local requirements.

2. Detailed **plot plan** showing:
 - a. Topography, property boundaries, and the labeled locations of all buildings drawn to scale on paper with a minimum size of 8 1/2" x 11".
Parcel and topographic maps, and aerial photographs (for general site map) can be printed on-line: <http://www.marinmap.org/DNN/>; or another mapping program.
Assessor's Parcel maps can be obtained from the Marin County Assessor's office or printed on-line: <http://www.co.marin.ca.us/depts/AR/MapBook/index.asp>
 - b. Locations and types of proposed wells or test holes, numbered if multiple, tanks, and treatment.
 - c. Locations of all **existing** water supply systems and sources such as wells and springs.
 - d. Locations of all existing and proposed sewage disposal systems (including neighbors') within 150 feet of the proposed well. Include leach fields, septic tanks, sewer mains, sewer laterals and fail safe areas.
 - e. Existing and historic locations of potential polluting hazards such as animal enclosures, feedlots, barns, fuel tanks, storage/preparation areas for biocides, fertilizers or chemicals.
3. A **site plan** showing the general location of the work site. A site plan is essential for proposed *water wells* located in rural locations, especially in remote areas. Maps from MarinMap.org or another source can save time when processing the permit application.
4. Additional information, as needed. Note when the property is located within **city limits** or if protected by a **locked gate** and fence. Note when a proposed *water well* on one parcel will serve a **different parcel**.
5. **Stake out** the exact location on the site where a *water well* is to be drilled so that the health inspector, during the site inspection, will be able to locate the well site and determine its suitability.
6. The well driller should contact the EHS inspector at least **two working days** prior to placing the sanitary seal to schedule an inspection. For water wells, it is preferred that the well driller call the inspector after the first 50 feet of the well is drilled in order to discuss the geological formations encountered and the proposed material and depth of the sanitary seal.
7. Within 30 days from well construction, submit a "**Well Completion Report**" (DWR Form 188).
8. The local water district will require a **backflow prevention device** when a water well is drilled.
9. A *water well* shall not be used for drinking water until after obtaining a **permit-to-operate** a domestic water supply, as outlined in the Marin County Code Chapter 7.28 regulations.

Fee: _____
Check or cc# _____
Date rec. _____
Rec. by: _____
PERMIT # _____

APPLICATION (check type of work)

NUMBER OF WELLS FOR APPLICATION _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Drill Domestic Water Well* | <input type="checkbox"/> Construct Monitoring Wells | <input type="checkbox"/> Geothermal Well |
| <input type="checkbox"/> Drill Non-domestic Water Well* | <input type="checkbox"/> Well Destructions | <input type="checkbox"/> Cathodic Protection Wells |
| <input type="checkbox"/> Operate Domestic Water Supply* | <input type="checkbox"/> Repairs/Upgrades* | <input type="checkbox"/> Soil Borings / Test or Instrumentation Holes |
- Number of borings / holes _____

*CHECK IF APPLICABLE: **The water well proposed location is in the Coastal Zone.** NOTE: Wells in the Coastal Zone may have additional requirements. Search zoning designation here: <https://gis.marinpublic.com/lookup/zonegpllookup/>

OWNER'S NAME: _____ **SITE ADDRESS:** _____

Mailing Address: _____

City & State _____ Zip _____ **ASSESSOR'S PARCEL(S) #** _____

Phone: (____) _____ EMAIL: _____

WELL DRILLER: _____ **CONSULTANT:** _____

Mailing Address _____ Mailing Address: _____

City & State _____ Zip _____ City & State _____ Zip _____

Phone: (____) _____ EMAIL _____ Phone: (____) _____ EMAIL _____

C-57 License. # _____

Complete if applying to drill new water OR repairs/upgrades:

Use of water well: Domestic ____ Irrigation/Ag ____ Commercial ____ Other than a water well _____

This water supply will be used as a drinking water source: Yes ____ No ____ The water well will serve: _____

How many parcels? ____ How many residences? ____ Other info about use _____

Sewage Facilities: Septic System ____ Distance to well: ____ feet Public Sewer Main: ____ Distance to well: ____ feet

Building sewer lateral material: PVC or Cast Iron or Ceramic or Other _____ Distance to well: ____ feet

Include site plan with homes, septic tank, leach fields, plumbing, water and fire protection storage tanks, animal enclosures, etc.

Complete if applying to operate a domestic water supply:

Water source is a well, spring, infiltration gallery, other? ____

1. Bacteriological test date: _____ 2. Chemical tests date / treatment plan: _____

3. Yield test date: _____ 4. Well drillers report: WCR# _____ 5. Water storage in gallons for drinking only: _____

6. Plans (see requirements above) _____ 7. How many parcels? _____ 8. How many residences? _____

Complete if applying to construct monitoring wells:

Reason for installing monitoring wells: _____ Depths of wells: _____ Seal depths: _____

Sketch or description of the proposed construction of the monitoring wells _____

Complete if applying to drill cathodic protection wells OR geothermal wells:

Distance to street sewer mains: ____ feet Underground tanks: ____ feet Distance to sewer laterals: ____ feet

Complete if applying for soil borings / test holes:

Reason for drilling / type of test hole: _____ Depths of holes: _____ Sealing material _____

Complete if applying for destroying a well:

Type of well: Domestic ____ Irrigation/Agricultural ____ Monitoring ____ Cathodic Protection ____ Other (describe) _____

Reason for destroying well: Abandoned ____ Hazardous contamination ____ Dry / No Yield ____ Other _____

All work shall meet standards in the California Well Bulletins 74-81, 74-90, and the CA Code of Regulations, Title 26.

Signed by: _____ **PRINT** _____ **Date:** _____