

## WELL DRILLING PERMITS

### 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)

**APPLICATION:** To obtain a permit to drill any well or test hole, submit or address the following:

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. Three copies of a detailed **plot plan**, four if a consultant is also involved, showing:
  - a. Topography, property boundaries, and the labeled location of all buildings drawn-to-scale on paper with a minimum size of 8 1/2" x 11".  
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>.  
Parcel and topographic maps, and aerial photographs can be printed on-line: [www.MarinMap.org](http://www.MarinMap.org).
  - b. Locations and types of proposed wells or test holes.
  - c. Locations of any existing water supply systems or sources such as wells and springs.
  - d. Locations of any existing or proposed sewage disposal systems within 150 feet of proposed *water wells*. Include leach fields, septic tanks, sewer mains and sewer laterals on the plans.
  - 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 a Thomas Bros. Guide 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) to the Department of Water Resources and to the EHS office.
8. The local water district will require a **backflow prevention device** where an irrigation 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.

# COMMUNITY DEVELOPMENT AGENCY

**Environmental Health Services**  
3501 Civic Center Drive, Rm 236  
San Rafael, CA 94903  
(415) 499-6907 FAX (415) 507-4120

<b>OFFICE USE ONLY</b>
Receipt # _____
Check # _____
Date _____
Received by _____
PERMIT # _____

**APPLICATION** (check type of work)

- Drill Domestic Water Well
- Drill Non-domestic Water Well
- Operate Domestic Water Supply

**NUMBER OF WELLS FOR APPLICATION** \_\_\_\_\_

- Construct Monitoring Wells
  - Well Destructions
  - Repairs/Upgrades
  - Cathodic Protection Wells
  - Soil Borings / Test or Instrumentation Holes
- Number of borings / holes \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Zip \_\_\_\_\_

**ASSESSOR'S PARCEL(S) #** \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**WELL DRILLER:** \_\_\_\_\_

**CONSULTANT:** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

C-57 lic. # \_\_\_\_\_ Marin County Business Lic. # / Exp. Date (unincorporated areas) \_\_\_\_\_

**Complete if applying to drill new water, monitoring, geothermal or cathodic protection wells 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:**

(Include 3 sets of a scaled site plan; indicate USTs.)

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:**

(Include 3 sets of a scaled site plan.)

Distance to street sewer mains: \_\_\_ feet Underground tanks: \_\_\_\_\_ feet Distance to sewer laterals: \_\_\_ feet

**Complete if applying for soil borings / test holes:**

(Include 3 sets of a scaled site plan.)

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

**Complete if applying for destroying a well:**

(Include 3 sets of a scaled site plan.)

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: \_\_\_\_\_ Date: \_\_\_\_\_