



St. Joseph County Health Department

"Promoting physical and mental health and facilitating the prevention of disease, injury, and disability for all St. Joseph County residents"

Permit Process and Procedures for Water Supply Well Systems

The following process must be followed to install any Water Well in St. Joseph County Indiana. Water Wells include but are not limited to any Potable Well or Non-potable Well. Non-potable are all wells not used for drinking or culinary purposes and include but are not limited to Irrigation Wells, Geothermal Wells, Monitoring Wells, Dewatering Wells, Waterscape Wells, and Fire Suppression Wells.

- Complete a Well Permit Application and submit it to the Health Department with a \$100.00 Well Application fee.
- The application includes:
 - The type of Well to be installed, the applicant's contact information, and the site location.
 - A drawing which must be completed by a well driller, licensed surveyor, professional engineer, professional geologist, soil scientist or architect.
 - The drawing must include the location of the proposed Well and distances to a number of items including the septic system, structures, property lines, and other items.
- A stake must be placed at the proposed location of the well to be installed prior to submitting a Well Drilling Application.
- Upon receiving a complete application, the Health Department will review the application and will usually make a site visit.
- The Health Department will accept or reject a permit application, usually within five working days, and will notify the applicant by phone, fax, or mail, as requested. If an approval is needed sooner than five working days the Health Department will make every effort to accommodate a request for an expedited approval.
- The Well may be installed only after the Health Department grants its approval and a Well Permit is received. The Permit must be onsite during installation of the well.
- The well driller must call the Health Department at least two hours prior to abandoning any well and provide an opportunity for a Health Department inspector to be present while the Well is being abandoned.

- After installation of any drinking Water Well, the drinking water system must be disinfected by the well driller using procedures provided by the Health Department.
- After disinfection and thorough rinsing of the well, the property owner must have the well sampled and the results of the sampling must be submitted within 30 days after installation of the well. The Health Department will contact the property owner if there are any water quality issues that arise.
- After the well has been installed and the Health Department has received all reports from the driller and the results of the water test from the owner, the Health Department will conduct a final inspection to make certain the Well was installed according to state and county requirements.
- Fees: A **\$100.00** Non-refundable permit fee must be paid when the application is submitted. The Health Department accepts cash, money orders, cashiers check or business check. The Health Department **does not accept personal checks**. Office hours for payment of permits are 8:00 am to 4:00 pm, Monday through Friday.