

Application Procedure for Private Water System Installation Permit

Contact the Van Wert County Health Department for a permit application. The permit application, including the site plan, must be completed before a permit will be issued. You must indicate on the permit application the name of the private water system contractor(s) who will do your work. **You must hire a private water system contractor who is registered with Ohio Department of Health for drilling, and pump installation.** The site plan is a detailed drawing of the layout of the property. The plan should be drawn roughly to scale and must include distances from the well to any items on the site plan check list that exist on your property.

Contact the Van Wert County Health Department to schedule an appointment to obtain an installation permit. After the completed application and appropriate fee are submitted to the Health Department, the site plan will be reviewed to ensure that the proposed well location is in compliance with all applicable rules. If there are no compliance problems, an installation permit will be issued. The permit remains valid for one year after the date of issue.

Private Water System Approval Procedure

In order to receive final approval of your private water system, the following requirements must be met:

- A completed **well log** must be received from the private water system contractor who drills the well. The well log must be received within 30 days of construction of the well.
- A **private water system completion form** must be completed by the installer of the pump and pitless adapter (registered private water system contractor), and forwarded to the Health Department within 15 days of completion of the pump installation.
- After the well has been drilled, the pump has been installed, and the system has been disinfected, contact the Health Department for a **final inspection and water sample collection**. The installation permit fee includes the cost of an initial water sample. If follow-up samples are required, a separate fee will be charged for each sample.
- When a new well is drilled to replace an existing well, the existing well must either be abandoned or maintained according to current water system rules. When the existing well is abandoned, a **water well sealing report** must be completed by the private water systems contractor and submitted to the Health Department.

Once all required documentation has been submitted, an inspection has been made to verify that the construction and location of the well is in compliance with all applicable rules, and a safe water sample result has been obtained, the well will be approved. **Failure to satisfy each of the above requirements will result in disapproval of the private water system. Consumption of water from a disapproved system is done at your own risk. A disapproved water system could also cause problems with any potential future sale of the home.**

For additional information, or to request a permit application, contact the Van Wert County Health Department at 419-238-0808, extension 105.