



## PAULDING COUNTY HEALTH DEPARTMENT & WIC

800 EAST PERRY ST., PAULDING, OH 45879 • PH: (419) 399-3921 • TOLL FREE: 1 (866) 399-3921 • WIC DEPT: (419) 399-2621 • FAX: (419) 399-3494

# Private Water Permit Instructions

*Please follow the appropriate instructions below. Please see definitions below to see which box to check on page 1 of the form.*

- New Construction:** A new well being drilled with no other wells, new disinfection system being installed for the pond, cistern, or spring on the property, or a hauled water system.
- Alteration:** Means to make a change to an existing well or reconfiguration of a private water system. If you are replacing like with like, for example you are replacing the pressure tank with a pressure tank, no alteration permit is needed. If in question please contact the Environmental Health Division at (419) 399-3921.
- Replacement System:** Drilling of a new well due to existing well no longer functioning (the existing well must be sealed).

## New Construction, Replacement, or Alteration

**Step 1:** (A) Complete Page 1 of the application. Indicate the type of work to be done i.e. New Construction/Replacement/Alteration/etc. Indicate the number of dwellings the well will serve (typically single-family dwelling). If dwelling is a condo please check the Two or Three Family Dwelling box. If the system will serve multiple dwellings or outbuildings please setup a time to speak with a Sanitarian in our Environmental Division. If it is a Replacement System, please indicate the type of existing system that should be sealed. If you wish to keep the existing well it will need to be brought up to current code. PCHD does not recommend keeping the existing well as it acts as a potential contamination source.

(B) **List the contractor(s) that will be drilling the well and/or installing the waterline to the pressure tank, the pressure tank itself, any continuous disinfection equipment and/or sealing a well.** The work stated above must be performed by a Registered Private Water Contractor with the Ohio Department of Health (ODH). A homeowner may perform their own work, but must first be registered and bonded with ODH and pay all applicable fees to ODH. ODH can be reached at (614) 466-1390. It is your responsibility to ensure your contractors are Registered Private Water System Contractors in Ohio. Please contact PCHD if you are not sure if your contractor is registered with ODH.

(C) Sign and date the bottom of the 1<sup>st</sup> page.

**Step 2:** (A) Complete Page 3. Please sketch a detailed layout of your property showing the location of all items that are listed under **List of Potential Contamination Sources** that you may have or will have on your property. Please include, to the best of your knowledge, the distance from those contamination sources to the proposed new well or existing well casing. If you are providing a sketch on a



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separate sheet of paper please check the box indicating so, and verify all potential sources of contamination are included on your sketch, including distances, if known. For distances, do not use a greater than number (>) or a number +.

**Step 3:** (A) Next in the packet is a document titled **Private Water Permit Requirements**. Please read through the requirements stated and if you have any questions please contact a Sanitarian. The Well Log is a form the driller has and will fill out and send in to the Paulding County Health Dept. There are two completion forms included in this packet and need to be given to the contractor(s) that will be installing the water treatment equipment.

**Step 4:** (A) Next in the packet is a document titled **Requirements for All Private Water Systems**. This document is for your use. It explains some of the requirements for all new Private Water Systems. You may discuss this with your contractor to ensure all work is completed per OAC Code 3701-28.

**Step 5:** (A) If at any time filling out the application the box you checked had an asterisk noting, "See site plan addendums for ponds, springs, cisterns, multiple dwelling units, and buildings", complete the forms, **Private Water System Site Plan – Additional Plans**. If these additional forms are required to be filled out, please give them to your contractor(s) to be completed and returned to PCHD. These forms must be submitted before any work can begin and before a permit will be issued.

(B) Once the application is complete please turn it in and ask for a flag (well only) located in the Environmental Division. This flag is to be placed on your property in the proposed new well location. **When you have placed the flag on your property, please notify PCHD, Environmental Health Division at (419) 399-3921.** Upon notification the flag has been placed, PCHD has up to 10 days to conduct a Site Evaluation to verify the location will meet the requirements of OAC 3701-28. If approved, the application will be signed by a Sanitarian and a copy of the permit will be provided to you and all listed contractors. This signed permit will give your contractors permission to start work. If there is any additional information needed, you will be asked at this time to provide it and the permit approval will be made when that information is received.

**PERMIT FEES**

New Well – Single Family	\$420	Non-Single Family	\$445
New pond – Single Family	\$450	Non-Single Family	N/A
Alteration – Single Family	\$230	Non-Single Family	\$250
Sealing – Single Family	\$ 50	Non-Single Family	\$ 50
Conversion – Single Family	\$400	Non- Single Family	\$425
Hauled Water, Cistern, Spring	\$325	Non-Single Family	\$335
Test Well	\$294		

8/2023

Local Health District  
Henry County

Local Fee

State Fee

Total Fee Owed

Date Received

Receipt #

Permit #

# 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.**

<b>Type of Work:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement Construction <input type="checkbox"/> Emergency Construction <input type="checkbox"/> Conversion to PWS <input type="checkbox"/> Test Well Construction <input type="checkbox"/> Temporary Hauled Water <input type="checkbox"/> Alteration <input type="checkbox"/> Emergency Alteration <input type="checkbox"/> Alteration – Public Water connection, not sealing <input type="checkbox"/> Sealing or Decommissioning only	<b>Serves, served or will serve:</b> <input type="checkbox"/> 1, 2, 3 family dwelling <input type="checkbox"/> *Other than a 1, 2, 3 family dwelling <input type="checkbox"/> *Multiple dwellings <input type="checkbox"/> *Building <input type="checkbox"/> Vacant lot (sealing only)	<b>Type of System</b> <input type="checkbox"/> Well <input type="checkbox"/> Hauled water storage tank <input type="checkbox"/> *Cistern <input type="checkbox"/> *Pond <input type="checkbox"/> *Spring <input type="checkbox"/> *Drive point well	<b>Additional components:</b> <input type="checkbox"/> *Continuous disinfection and/or filtration system <input type="checkbox"/> *Water treatment system – whole house <input type="checkbox"/> *Buried pressure tank <input type="checkbox"/> *Gas powered pump
<b>*FLOODPLAIN</b> - Is the property or any portion of the property located within the <b>100-year floodplain</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>*FLOWING WELL AREA</b> - Is the property located in an area known for <b>flowing well conditions</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>*LAND APPLICATION</b> - Is this property located within 300 feet of septage and wastewater <b>land application area</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO <p style="text-align: center;"><i>NOTE: An asterisk (*) denotes the requirement for additional plans and information as required in OAC rule 3701-28-03(F) and (G).</i></p>			

**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 <input type="checkbox"/> Check if same as property address	Phone number	
Owner's Email Address			Alt. phone number
<input type="checkbox"/> 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
<b>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).</b>			
1	Private water systems contractor legal company name (as registered)		ODH Registration #
	Email address		Phone number
2	Private water systems contractor legal company name (as registered)		ODH Registration #
	Email address		Phone number

**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.**



**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.

<b>APPLICATION APPROVED BY (RS or SIT only)</b>	<b>DATE APPROVED</b> <i>Permit expires one (1) year from this date.</i>
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PLACE AUDIT  
STICKER HERE

**PERMIT EXTENSION**

Approved by	Date Approved	Date Extension Expires
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See comments on the Administrative Summary

**APPLICATION INSTRUCTIONS**

- This is a two part form: APPLICATION and SITE PLAN
- The form may be completed:
  - By computer, then printing; or
  - By printing the blank document, and filling all information with a typewriter or pen;
- Contact the Local Health Department for the following information:
  - Fee information;
  - Site Plan completion information (some local health districts require staff to complete site plans);
  - Rule information.
  - Registered private water system contractor information.
    - 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/>.
- The applicant must sign and date the application prior to submitting to the Local Health District.
- 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.
- The Local Health District will review the application and site plan and notify you as to the application's status.
- Contact the Local Health District if you do not receive information about the application status within fifteen (15) business days of submitting the application.



Local Health District  
Henry County

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: \_\_\_\_\_

Comments

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





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

<b>Potential Source of Contamination</b>	<b>Minimum</b>
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 <u>not</u> 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





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### Private Water Permit Requirements

*Prior to final approval of your water system, Paulding County Health Department (PCHD) must have certain information documented in your file. The following is a list of items that need to be completed for approval by our office.*

**Copy of Permit on File:** This is completed and filed at PCHD.

**Copy of Well Log (if drilling a well):** Well drillers in Ohio are required to send a copy of the well log to the local health departments within 30 days after drilling is complete. **PCHD must have this on file before a water sample can be scheduled.**

**Completion Form:** The person who installs the pump and connects the water line from the well to the pressure tank in the house or installs any portion of the continual disinfection system must be a Registered Private Water Systems Contractor with the Ohio Department of Health (ODH). If the homeowner wants to install the pump and connect the pressure tank, they must contact ODH at (614) 644-7558 for registration requirements. Whoever performs the work must complete this form and return it to our office within thirty (30) days of completion of the work. **PCHD must have this on file before a water sample can be scheduled.**

**Safe Water Sample:** Since there is no way for us to know when the water is plumbed into your house, it is your responsibility to contact us to make an appointment for PCHD staff to come into your house to collect a water sample from the dedicated sample spigot installed at the pressure tank (wells) or after the continual disinfection system (ponds). PCHD collects water samples on Wednesday afternoons from 1:00 pm– 4:00 pm. Water samples must be scheduled by noon the Tuesday prior to sample collection day. The water system cannot be approved until a safe water sample has been obtained.

**NOTE:** Chlorination prior to water testing must be done at least 48 hours before collection of the sample.

**Final Inspection:** PCHD will conduct a final inspection of the water system on the day of the water sample. The water sample and Final Inspection typically take approximately 30 minutes to complete.

#### Additional Information:

- All of the above requirements must be completed prior to your permit expiration date for your system to be approved by PCHD.
- Well and pond permits expire 1 year from the date they are issued.
- A one-time extension of up to 6 months may be obtained by written request. Please contact PCHD before your permit expires to request the extension.





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### Requirements for All Private Water Systems

*When a private water system is drilled, altered, or replaced, Private Water System Rules require the entire system be brought up to code.*

#### The following are items required to comply with current regulations.

- ✓ The pressure tank must be NSF 61 certified.
- ✓ A pressure relief valve must be installed near the pressure tank.
- ✓ A smooth-nosed, non-threaded, downturned sample spigot/port must be located before the pressure tank in an easily accessible location and capable of providing a smooth flow of water for the purpose of collecting a water sample. There must be sufficient clearance for a sample container (minimum eight inches [8"]).
- ✓ The pressure tank cannot be located in a crawlspace on new construction.
- ✓ If a pressure tank is located in a crawlspace of an existing structure, the smooth-nosed, non-threaded, smooth-flowing/non-spraying, downturned sample spigot/port must have a dedicated line run from just before the pressure tank to within three feet of the entrance to the crawlspace.
- ✓ All work must be completed by an Ohio Department of Health (ODH) Registered Private Water Systems contractor, including the drilling of the well, sealing of an existing well, and the installation of the pump, pitless adaptor, pressure tank, pressure relief valve and smooth-nosed, non-threaded, smooth-flowing/non-spraying, downturned sample spigot/port, continual disinfection or any portion of the pond system.
- ✓ For replacement wells, the existing well must be properly sealed by a Registered Contractor or demonstrated to be in compliance before the private water system will be approved. The existing well must be sealed within 30 days from completion of the new well or the requirements shown on the **Well Sealing Requirements** information sheet must be met. An unsealed well can be a source of contamination for the new well.
- ✓ Alterations, such as deepening of a well or upgrading continual disinfection equipment, require updating the Private Water System to current regulations. This may include a new pressure tank to meet NSF



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61, a pressure relief valve, a smooth-nosed, non-threaded, smooth-flowing/non-spraying, downturned sample spigot/port, or all of these. Each alteration is different and as such the requirements for each are different and will be provided on the application.

- ✓ Yard hydrants must have a backflow prevention device installed on the service line that is ASSE 1013, 1015 or 1024 certified. The backflow prevention device must be installed where the service line meets the main supply line. Backflow preventers must be installed inside of the house, equipment room, or in a vault for inspection and maintenance. If the Yard Hydrant line is connected after the pressure tank then no backflow prevention device is required, as it does not fall under of the jurisdiction of the Private Water System rules. It is still recommended that a backflow preventer is installed in these situations.
- ✓ Service connections (connections to barns, pole buildings, etc.) are required to have backflow prevention devices that are ASSE 1013, 1015 or 1024 certified as they can be a source of contamination to your system when there is a loss of pressure to the system. Back flow preventers are recommended to be installed in a basement or mechanical room; however, they may also be installed in a protected vault.
- ✓ Disinfection of the well must be completed by each Private Water Systems contractor that performs work/service on the Private Water System.

This list is being provided to make the homeowner aware of some of the requirements under the Private Water System rules. The above items should be discussed with your Registered Private Water Systems contractor to ensure that the required updates are part of the contracted work.

Contact the Paulding County Health Department at (419) 399-3921 to schedule a water sample and final inspection of the system after all work has been completed.