



ENVIRONMENTAL HEALTH DIVISION
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THE WELL PERMIT PROCESS

In order to protect our groundwater resources state and local governments have established minimum standards for well constructions and destructions. These standards are necessary for public health protection and to preserve the quality of underground waters for current and future users.

A permit from the Environmental Health Division is required to construct, reconstruct or destroy a well within Contra Costa County. Wells include water wells, monitoring wells, cathodic protection wells and soil borings. State and local regulations require that any well work be performed by a licensed well contractor (C-57 license), who has proof of worker's compensation insurance and a performance bond on file with the Division.

The following is a chronological summary of the permit process:

I. Application, Plot Plan and Permit Fee

To apply for a well permit, submit a completed application, plot plan and permit fee to Contra Costa Environmental Health. Application forms are available at the Environmental Health office. If you have any questions about completing the application or preparing an acceptable plot plan, please contact our office for assistance.

The application and plot plan are used to determine the suitability of the well site and proposed method of work. Of special concern is the location of the well in relation to the possible sources of contamination and items a minimum setback distance. Both the subject and surrounding properties are considered when reviewing items requiring setbacks.

The plot plan must show the well location, property lines, sewer lines, septic systems, animal enclosures, fuel tanks, other potential contamination sources and features associated with a minimum separation distance (see attachment).

NOTE: For well destruction permit applications, the plot plan only needs to show the well location in relation to some fixed reference points (i.e. property lines or structures). If the well log is available, please submit it with the destruction permit application.

II. Site Review

If deemed necessary, Environmental Health will conduct a site visit to verify that the well location is acceptable.

III. Permit Processing

After sufficient information has been provided, Environmental Health will review the proposal to determine if it complies with applicable laws and regulations. Based on this review a permit will be issued, denied, or modification requested. If approved, a copy of the permit will be sent to the well contractor and property owner.

IV. Construction and Destruction

Once the permit has been issued the authorized work can begin. A copy of the approved permit and plot plan must be kept somewhere on the job site. This is to ensure that it is available for reference by the work crew should questions arise.

Upon completion of the well Contra Costa Environmental Health will inspect the installation of the annular seal. For well destructions the placement of sealing material will be inspected. The well contractor is responsible for contacting this Division to schedule inspection appointments. The greater the advance notice the more likely a mutually convenient appointment time can be arranged.

V. Final Construction Approval

After the annular seal has been installed the following must be completed prior to receiving final construction approval and placing the well into service:

1. Inspection of the well slab and surface construction features. After these have been installed contact Environmental Health arrange for an inspection.
2. Water analysis for coliform bacteria by a state certified laboratory. The laboratory performing the analysis must collect and transport the sample and verify that raw untreated well water was collected. Arrange for the laboratory to submit copies of all analyses results to Contra Costa Environmental Health. A list of state certified laboratories is available from our office.

NOTE: This requirement is not necessary for monitoring wells.

3. Other water analyses if required by Contra Costa Environmental Health. You will be notified in writing of any additional water testing requirements other than for coliform bacteria.
4. Pump test if required by Contra Costa Environmental Health. You will be notified in writing if a test for sustained yield of the well is necessary.
5. Submittal of Well Driller's Report. The well contractor must submit a copy of the report to Contra Costa Environmental Health, the well owner, and the State Department of Water Resources.

VI. Final Destruction Approval

After the well has been destroyed the well contractor must submit a copy of the Well Driller's Report to Contra Costa Environmental Health, the well owner and the State Department of Water Resources prior to receiving final destruction approval.