



MONTGOMERY COUNTY HEALTH DEPARTMENT

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PROCEDURE FOR OBTAINING A GEOTHERMAL WELL PERMIT

The Montgomery County Health Department (MCHD) has established standards for the location and construction of geothermal wells, as set forth in the MCHD Public Health Code, Chapter 17.

The permit has two (2) parts: I. Permit to Construct and II. Approval to Operate.

I. Permit To Construct

- A. The **property owner** shall complete the Individual Water Well Permit Application (MCHD-WW-001). This application, a check or money order (**DO NOT SEND CASH**) made payable to the **Montgomery County Treasurer** for the required fee, a plot plan, an agent authorization form and other supplemental information must be submitted to the appropriate above Department of Health address.
- B. Upon receipt of an administratively complete application, a Permit to Construct shall be issued or denied by MCHD within seven (7) working days. In order for the application to be considered complete, **all** information requested on the plot plan page and the top 2 parts of the application page **must** be completed. This plot plan includes **all** septic components within 125 feet from the proposed well on said property and **all** neighboring properties.
- C. If the application package is found to be incomplete, MCHD will notify applicants within five (5) working days.
- D. **MCHD should be notified twenty-four (24) hours prior to well installation for an on-site inspection. At time of MCHD inspection, if all septic components are not clearly identifiable, drilling of the water supply system will immediately cease!**
- E. Once the well has been constructed, the following must be submitted to MCHD:
 - Water Well Completion Report.

Note: For open looped geothermal wells, there is additional information also required to be submitted.

II. Approval to Operate

- A. An Approval to Operate shall be issued by MCHD within seven (7) working days upon receipt of the above information.
- B. The well permit is valid for three (3) years, as long as construction of the individual water supply or structure to which it serves has commenced.

Note: The applicant and/or appointed representative shall accept full responsibility and/or liability for any conditions associated with discovery of sewage system components not determined during the initial investigation.