



# MONTGOMERY COUNTY HEALTH DEPARTMENT

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## **PROCEDURE FOR OBTAINING AN INDIVIDUAL &/OR AN IRRIGATION WELL PERMIT**

The Montgomery County Health Department (MCHD) has established standards for the location, construction, and quality of individual water & irrigation wells and system installation, 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, a sewage facilities planning module approval letter and other supplemental information must be submitted to the appropriate above Department of Health address. 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.
- B. If the application package is found to be incomplete, MCHD will notify applicants within five (5) working days.
- C. 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!**
- D. Once the well has been constructed, the following must be submitted to MCHD:
  1. Well Pump Test Form (MCHD-WW-002).
  2. Raw water analyses results of all required parameters.
  3. Description of treatment, if applicable.
  4. Water Well Completion Report.
  5. Additional information, if required.

### **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:** **A permit for an individual water supply system is not a guarantee of a continued satisfactory quality or quantity of water.**

**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.**