



COMMUNITY DEVELOPMENT AGENCY  
ENVIRONMENTAL HEALTH SERVICES DIVISION

## **WELL DRILLING PERMIT APPLICATION INSTRUCTIONS**

### **Model Well Standards Ordinance Section 2.1.1**

No person shall dig, bore, drill, deepen, modify, repair, or destroy a water well, cathodic protection well, observation well, monitoring well or any other excavation that may intersect ground water without first applying for and receiving a permit. (Model Well Standards Ordinance Section 2.1.1)

Locations within the **Coastal Zones**, on the **Bolinas Gridded Mesa**, or within **Water Districts or Public Water Systems** require additional requirements and procedures with other agencies. Contact the Well Senior for details.

**APPLICATION:** To obtain a permit to drill any well or test hole, address the following items in your application. The application can be submitted with payment by mail, in person by appointment, or can be sent electronically to: [marinehs@marincounty.org](mailto:marinehs@marincounty.org) and EHS support staff will contact the applicant for credit card payment.

1. A completed **application form** and associated application fee. Specify the proposed use of the well or test hole, and, if applicable, the proposed number of residences and parcels served. Please complete ALL applicable sections of the form; use N/A for “not applicable” when appropriate.

Applicants with drilling work located inside **city limits** are directed to contact the city. Some water districts and incorporated cities have their own well permitting requirements. Before submitting an application to EHS, please determine what requirements, if any, are in place of or are in addition to the county's, such as city business and encroachment permits. The EHS handout, “[Well Drilling Permits in Marin County - Local Authorities and Laws](#)” can help identify the local requirements.

2. Detailed **plot plan** showing:
  - a. Topography, property boundaries, and the labeled locations of all buildings drawn to scale on paper with a minimum size of 8 1/2” x 11”.  
Parcel and topographic maps, and aerial photographs (for general site map) can be printed on-line: <http://www.marinmap.org/DNN/>; or another mapping program.  
Assessor's Parcel maps can be obtained from the Marin County Assessor's office or printed on-line: <http://www.co.marin.ca.us/depts/AR/MapBook/index.asp>
  - b. Locations and types of proposed wells or test holes, numbered if multiple, tanks, and treatment.
  - c. Locations of all **existing** water supply systems and sources such as wells and springs.
  - d. Locations of all existing and proposed sewage disposal systems (including neighbors') within 150 feet of the proposed well. Include leach fields, septic tanks, sewer mains, sewer laterals and fail safe areas.
  - e. Existing and historic locations of potential polluting hazards such as animal enclosures, feedlots, barns, fuel tanks, storage/preparation areas for biocides, fertilizers or chemicals.
3. A **site plan** showing the general location of the work site. A site plan is essential for proposed *water wells* located in rural locations, especially in remote areas. Maps from MarinMap.org or another source can save time when processing the permit application.
4. Additional information, as needed. Note when the property is located within **city limits** or if protected by a **locked gate** and fence. Note when a proposed *water well* on one parcel will serve a **different parcel**.
5. **Stake out** the exact location on the site where a *water well* is to be drilled so that the health inspector, during the site inspection, will be able to locate the well site and determine its suitability.
6. The well driller should contact the EHS inspector at least **two working days** prior to placing the sanitary seal to schedule an inspection. For water wells, it is preferred that the well driller call the inspector after the first 50 feet of the well is drilled in order to discuss the geological formations encountered and the proposed material and depth of the sanitary seal.
7. Within 30 days from well construction, submit a “**Well Completion Report**” (DWR Form 188).
8. The local water district will require a **backflow prevention device** when a water well is drilled.
9. A *water well* shall not be used for drinking water until after obtaining a **permit-to-operate** a domestic water supply, as outlined in the Marin County Code Chapter 7.28 regulations.

Fee: \_\_\_\_\_  
Check or cc# \_\_\_\_\_  
Date rec. \_\_\_\_\_  
Rec. by: \_\_\_\_\_  
PERMIT # \_\_\_\_\_

**APPLICATION** (check type of work)

**NUMBER OF WELLS FOR APPLICATION** \_\_\_\_\_

- Drill Domestic Water Well\*       Construct Monitoring Wells       Geothermal Well  
 Drill Non-domestic Water Well\*       Well Destructions       Cathodic Protection Wells  
 Operate Domestic Water Supply\*       Repairs/Upgrades\*       Soil Borings / Test or Instrumentation Holes  
Number of borings / holes \_\_\_\_\_

\*CHECK IF APPLICABLE:  **The water well proposed location is in the Coastal Zone.** NOTE: Wells in the Coastal Zone may have additional requirements. Search zoning designation here: <https://gis.marinpublic.com/lookup/zonegpllookup/>

**OWNER'S NAME:** \_\_\_\_\_ **SITE ADDRESS:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_ **ASSESSOR'S PARCEL(S) #** \_\_\_\_\_

Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**WELL DRILLER:** \_\_\_\_\_ **CONSULTANT:** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ EMAIL \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL \_\_\_\_\_

C-57 License. # \_\_\_\_\_

**Complete if applying to drill new water OR repairs/upgrades:**

Use of water well: Domestic \_\_\_\_ Irrigation/Ag \_\_\_\_ Commercial \_\_\_\_ Other than a water well \_\_\_\_\_

This water supply will be used as a drinking water source: Yes \_\_\_\_ No \_\_\_\_ The water well will serve:

How many parcels? \_\_\_\_ How many residences? \_\_\_\_ Other info about use \_\_\_\_\_

Sewage Facilities: Septic System \_\_\_\_ Distance to well: \_\_\_\_ feet Public Sewer Main: \_\_\_\_ Distance to well: \_\_\_\_ feet

Building sewer lateral material: PVC or Cast Iron or Ceramic or Other \_\_\_\_\_ Distance to well: \_\_\_\_ feet

Include site plan with homes, septic tank, leach fields, plumbing, water and fire protection storage tanks, animal enclosures, etc.

**Complete if applying to operate a domestic water supply:**

Water source is a well, spring, infiltration gallery, other? \_\_\_\_

1. Bacteriological test date: \_\_\_\_\_ 2. Chemical tests date / treatment plan: \_\_\_\_\_

3. Yield test date: \_\_\_\_\_ 4. Well drillers report: WCR# \_\_\_\_\_ 5. Water storage in gallons for drinking only: \_\_\_\_\_

6. Plans (see requirements above) \_\_\_\_\_ 7. How many parcels? \_\_\_\_\_ 8. How many residences? \_\_\_\_\_

**Complete if applying to construct monitoring wells:**

Reason for installing monitoring wells: \_\_\_\_\_ Depths of wells: \_\_\_\_\_ Seal depths: \_\_\_\_\_

Sketch or description of the proposed construction of the monitoring wells \_\_\_\_\_

**Complete if applying to drill cathodic protection wells OR geothermal wells:**

Distance to street sewer mains: \_\_\_\_ feet Underground tanks: \_\_\_\_\_ feet Distance to sewer laterals: \_\_\_\_ feet

**Complete if applying for soil borings / test holes:**

Reason for drilling / type of test hole: \_\_\_\_\_ Depths of holes: \_\_\_\_\_ Sealing material \_\_\_\_\_

**Complete if applying for destroying a well:**

Type of well: Domestic \_\_\_\_ Irrigation/Agricultural \_\_\_\_ Monitoring \_\_\_\_ Cathodic Protection \_\_\_\_ Other (describe) \_\_\_\_\_

Reason for destroying well: Abandoned \_\_\_\_ Hazardous contamination \_\_\_\_ Dry / No Yield \_\_\_\_ Other \_\_\_\_\_

All work shall meet standards in the California Well Bulletins 74-81, 74-90, and the CA Code of Regulations, Title 26.

**Signed by:** \_\_\_\_\_ **PRINT** \_\_\_\_\_ **Date:** \_\_\_\_\_