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| County / City |
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| Local Fee |
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| State Fee |
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| Total Fee Owed |
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| Receipt # |
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| Permit # |
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# OHIO DEPARTMENT OF HEALTH APPLICATION/PERMIT FOR A PRIVATE WATER SYSTEM

**NOTE: Read the application instructions on the next page.**

**Complete form as directed. Form may be completed on the computer then printed or printed and completed by pen or typewriter.**

**CHECK ALL BOXES, IN THIS SECTION, THAT APPLY TO THE PERMIT REQUEST.**

|  |  |  |   |  |
|--|--|--|---|--|
| <b>Type of Work:</b><br><input type="checkbox"/> New Construction<br><input type="checkbox"/> Alteration (includes expanding existing systems)<br><input type="checkbox"/> Emergency Construction<br><input type="checkbox"/> Sealing Only<br><input type="checkbox"/> Test Well | <input type="checkbox"/> Replacement System<br><input type="checkbox"/> Emergency Alteration<br><input type="checkbox"/> Conversion to a PWS | <b>System will Serve:</b><br><input type="checkbox"/> Single family dwelling<br><input type="checkbox"/> Two or Three family dwelling<br><input type="checkbox"/> Multiple dwelling units* (includes MHPs / Campgrounds)<br><input type="checkbox"/> Building* | <b>Type of PWS or Component:</b><br><input type="checkbox"/> Well<br><input type="checkbox"/> Pond*<br><input type="checkbox"/> Hauled Water Tank<br><input type="checkbox"/> Continuous Disinfection<br><input type="checkbox"/> Other _____ | <b>System being Sealed:</b><br><input type="checkbox"/> Well<br><input type="checkbox"/> Cistern<br><input type="checkbox"/> Hauled Water Tank<br><input type="checkbox"/> Pond<br><input type="checkbox"/> Spring |
|--|--|--|---|--|

Public Water Supply is being connected to the residence  Geothermal system exists or is planned for this property

**\*NOTE:** If the private water system will serve other than a one, two, or three family dwelling, detailed plans must also be submitted in compliance with rule 3701-28-03 (E) of the Ohio Administrative Code. See site plan addendums for ponds, springs, cisterns, multiple dwelling units, and buildings.

**COMPLETE THE FOLLOWING INFORMATION**

|   |                     |                       |
|---|---------------------|-----------------------|
| Property Street Address or Location (include City and Zip Code) | Parcel # (optional) | Township/City/Village |
|---|---------------------|-----------------------|

|              |   |         |
|--------------|---|---------|
| Owner's Name | Owner Mailing Address (Street #, Street, City, State, Zip Code) | Phone # |
|--------------|---|---------|

Check this box if the Owner and Applicant Information is the same. If checked do not fill in applicant information.

|                  |   |         |
|------------------|---|---------|
| Applicant's Name | Applicant Mailing Address (Street #, Street, City, State, Zip Code) | Phone # |
|------------------|---|---------|

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).

|                                  |                    |         |
|----------------------------------|--------------------|---------|
| Private Water Systems Contractor | ODH Registration # | Phone # |
| Private Water Systems Contractor | ODH Registration # | Phone # |
| Private Water Systems Contractor | ODH Registration # | Phone # |

**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 |
|-----------------------|-------------------|

**READ THE INSTRUCTIONS ON THE NEXT PAGE, THEN COMPLETE THE SITE PLAN FORM**

County / City

Permit #

### 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.

**APPLICATION APPROVED BY (RS or SIT Only)**

**DATE APPROVED**

*Permit expires one (1) year from this date.*

PLACE AUDIT  
STICKER HERE

**PERMIT EXTENSION**

Approved By

Date Approved

Date Extension Expires

**See comments on the Administrative Summary**

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### APPLICATION INSTRUCTIONS

1. This is a two part form: APPLICATION and SITE PLAN
2. The form may be completed:
  - a. By computer, then printing; or
  - b. By printing the blank document, and filling all information with a typewriter or pen;
3. Contact the Local Health Department for the following information:
  - a. Fee information;
  - b. Site Plan completion information (some local health districts require staff to complete site plans);
  - c. Rule information.
  - d. Registered private water system contractor information.
    - i. A complete list of registered private water system contractors is available on the Ohio Department of Health website at <http://www.odh.ohio.gov/odhPrograms/eh/water/water1.aspx>.
4. The applicant must sign and date the application prior to submitting to the Local Health District.
5. 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.
6. The Local Health District will review the application and site plan and notify you as to the application's status.
7. Contact the Local Health District if you do not receive information about the application status within fifteen (15) business days of submitting the application.

