

HEALTH DEPARTMENT REQUIREMENTS WHEN BUILDING ON INDIVIDUAL WELLS AND/OR SEPTIC SYSTEMS

The following checklist is provided to help eliminate delays in Health Department issuance of building or Use and Occupancy permits. If all pertinent items have been addressed, the Health Department your permit should be issued.

Property address: _____

Building Permit #: _____

Health Department File #'s: _____

FOR BUILDING PERMIT ISSUANCE:

- Has well been drilled and was well completion report submitted to and approved by the Health Department?
- If well was drilled as a test well, has a request been submitted to convert the well from test well to production well? Well fee must be paid.
- Has a septic permit application been submitted to and approved by the Health Department? Electric only (EO) permit for BAT system and/or pump required from Permits and Inspections.

FOR USE AND OCCUPANCY:

- Has the septic final inspection been completed?
 - If BAT, did Permits and Inspections complete the electric component inspection of the BAT system and/or pump?
 - If BAT, was the BAT Certification submitted from the manufacturer to our office?
- Has the well final inspection been completed?
- Were water samples collected by a certified water sample collector?
 - o Bacteria, nitrates, sand, turbidity, and others when required
- Did a certified water testing laboratory analyze the samples and submit them directly to the Health Department? See note below

Where installation of a water treatment device is required:

- Has the appropriate Health Department Permanent Deviation paperwork been completed and recorded at Land Records before installing the device?
- Was application made for a plumbing (WO) permit at Permits & Inspections before installing the device and was the device inspected by their office?

Information required for all Health Department water sample submissions:

Date and time collected	Well tag number
Date and time received by lab	Lab certification number and lab name
Name of State Certified Water Sampler	Chlorine and pH test (taken as field parameters)
Property Address	Indication of whether water system is treated or not
Sample location	Visual assessment of well & style of well cap

***Any lab reports with missing or incorrect information will not be accepted.**