

Kent County Health Department

Instructions for Completing a Noncommunity Water Supply Permit Application

1. Completely fill out the top section and the scale drawing areas (non-shaded) of the Michigan Department of Environment, Great Lakes and Energy (EGLE) "Application and Permit to Install Water Supply Facilities". An incomplete or inaccurate application will be returned to you prior to our office initiating any work and may delay the issuance of the permit. Submit a copy of your engineered site plan and plumbing plan drawn to scale, or a scaled drawing with the required information is to be completed on the back of the application in the provided space. The scaled drawing must include the following:

- The distance from the proposed well site to any potential sources of contamination such as buried storm drains, sanitary and storm sewer lines, septic tanks, drainfields, drywells, grease traps, abandoned wells, surface water, livestock holding areas, etc.
- The distance to all major sources of contamination on the property or on adjacent properties such as: landfills, large scale chemical storage, waste lagoons, known groundwater contamination sites, buried fuel tanks, above ground fuel tanks, etc.
- The location of well and distribution system in relationship to property lines and all structures on the property. Please indicate any buildings on the property, or on adjacent properties, that will be served by the well.

2. Fill out the attached "Existing and Proposed Fixture Count" as completely as possible. If the manufacturer's information is not available, an estimate will be used.

3. Contact the Type II Non-community Water Supply Specialist, Mary Reading, at 616-204-2381 with questions regarding the water supply permit application or water supply construction requirements.

4. Submit the application, fixture count and permit fee (Transient - \$250; Non-Transient - \$300) to:

Kent County Health Department
Environmental Health
700 Fuller Ave. NE
Grand Rapids, MI 49503

We accept Cash, Check, Money Order, Visa, MasterCard and Discover. If paying by Check or Money Order, make it out to Kent County Environmental Health. If paying by Credit Card, please call our office at 616-632-6890 for instructions on on-line payment option, and email application package to KCEHmail@kentcountymi.gov.

The Environmental Health Staff will conduct a site inspection to review the proposed well location prior to drilling. Additional information may be requested based upon the plan review and site visit.

Please call for a final inspection when the well, or changes to the distribution system, are completed. We recommend a minimum of 48 hours' notice prior to final inspection. Final approval of the well may be granted when the local health department has:

1. Approved the well construction and pump installation
2. Received satisfactory water sample results
3. Received a satisfactory Water Well and Pump Record from the well contractor(s)

A permit issued under the Safe Drinking Water Act will expire within 2 years of issuance unless construction or alteration commences.