



Elkhart County Health Department

Environmental Health Services

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elkhartcountyhealth.org

PRIVATE WATER WELL PERMIT PROCESS AND PROCEDURES AS PER ELKHART COUNTY HEALTH DEPARTMENT ORDINANCE 2017-24

The following process must be followed to install any private water well in Elkhart County, Indiana. Water wells include but are not limited to any Potable Well or Non-potable Well. Non-potable are all wells not used for drinking or culinary purposes and include but are not limited to Irrigation Wells, Geothermal Wells, Monitoring Wells, Dewatering Wells, Waterscape Wells and Fire Suppression Wells.

- Complete a Private Water Well Permit Application and submit it to the Health Department with the application fee.
- The application includes:
 - The type of Well to be installed, the applicant's contact information, and the site location.
 - A to scale site plan must be provided (1"= 20', 1"= 30', 1"= 40', 1"= 50').
 - The site plan must include:
 - 1.) the location of existing onsite buildings, driveways, parking areas and other improvements even if they will be removed;
 - 2.) the location of any proposed new buildings, driveways, parking areas and other improvements;
 - 3.) the location of utility and access easements;
 - 4.) the location of existing water wells;
 - 5.) the location of existing and proposed onsite sewage systems, including the locations of the septic tank or tanks, sewer line or lines, absorption trenches, subsurface drains and distribution boxes;
 - 6.) all onsite potential sources of groundwater contamination;
 - 7.) the boundaries of the site and the dimension of each boundary; and
 - 8.) If the applicant has a title search for the subject property, a copy of the title search must be submitted.
 - 9.) Directional north arrow
- Upon receiving a complete application, the Health Department will review the application and will usually make a site visit.
- The Health Department will accept or reject a permit application and will notify the applicant by phone, fax, mail, or email, as requested. If immediate approval is needed, the Health Department will make every effort to accommodate a request for an expedited approval.

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- The Well may be installed only after the Health Department issues the Private Water Well Permit. The Permit must be posted during installation of the Well in accordance to Section 6b.
- After disinfection and thorough rinsing of the Well, the property owner must have the Well sampled and the results of the sampling must be submitted to ECHD within 10 days of the completion of the analysis (per Section 16f). The Health Department will contact the property owner if any specified water quality issues are indicated, as per Section 16d.
- By making an application for a new private water well or for the abandonment of a private water well, an owner authorizes the Health Officer, at reasonable times, to enter upon the lot or parcel of land where the well will be installed or abandoned in order to perform activities required for the enforcement of this Ordinance. Whenever an onsite visit is made of a private water well construction, the findings shall be recorded on the report form approved by the Health Officer.
- Fees: A non-refundable permit fee must be paid when the application is submitted. The Health Department accepts cash, money orders, cashier's check, business check, personal check, or credit card. Office hours for payment of permits are 8:00 am to 5:00 pm Monday, and 8:00 am to 4:00 pm Tuesday - Friday.

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| Residential (New & Replacement) | \$60 |
| Non-Potable (Monitoring, Irrigation, etc) | \$60 |
| Well Abandonment | \$0 |

Failure to obtain permit before construction of well will result in a late fee of three times the permit fee. Permit will expire 12 months after date of issuance.