HOMEOWNERS GUIDE

PROCEDURES FOR THE PROPER APPROVAL & PERMITTING OF HOUSEHOLD WATER SUPPLY SYSTEMS

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SO YOU'RE BUILDING A NEW HOME OR NEEDING TO REPLACE YOUR EXISTING WATER SUPPLY SYSTEM

The information contained within this booklet will aid you in the proper procedures necessary to install a new or replace a failing household water supply system.

You will first need to determine the type of water system that will need to be installed on your property. Based on many factors, only specific systems may be able to be installed at your location.
It is best to contact a registered well driller to schedule a time where they can meet you at your property and assist you in determining the best water system for your property.
Listed below are the acceptable types of water systems that can be permitted and installed in Ohio. These systems are described in more detail on the following page:
## PRIVATE WATER SYSTEM TYPES

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<th>HAULED WATER STORAGE TANKS</th>
</tr>
</thead>
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**WELLS**
A well is any excavation that is greater than 10 feet below the ground surface regardless of design or method of construction that is done for removing ground water to provide water for human consumption. Wells consist of a casing, cap, pumps and piping to protect the water supply and distribute it into a home. Wells require grout around them to prevent surface water from infiltrating and contaminating the ground water directly. Private water wells must be constructed by a contractor registered with the Ohio Department of Health.

**PONDS**
A pond is a body of surface water for use as a private water system source. Rivers, streams, creeks, lakes, quarries and drainage ditches are bodies of water that are not acceptable for use as private water systems. The pond and its entire watershed (land up gradient from the pond that drains and directs surface water into the pond) must be under the ownership of the pond owner and located on a parcel or parcels placed under one deed. The watershed for the pond must meet several requirements which are highlighted in the Ohio Department of Health Private Water System Rules. Pond water must be under continuous disinfection and filtration, these requirements are also outlined in the ODH water rules.

**CISTERNS**
A cistern is a private water system utilizing rain water collected from a roof or other rain collection device as the water source. The cistern must be a watertight tank with a smooth interior of a capacity no less than 2500 gallons. The tank must have a 4 inch overflow pipe that is not connected to a sewer or other waste pipe. At least one above-ground roof washer and debris filtering device must be installed for every 1500 sq. ft. of roof surface used to collect the rain water. A cistern and its components must be installed by a contractor registered with the Ohio Department of Health.

**HAULED WATER STORAGE TANKS**
A hauled water storage tank is a private water system that stores potable water delivered from an approved water source by a registered water hauler. A hauled water storage tank must be watertight with a smooth, cleanable interior and of a capacity of at least 1000 gallons. Patios or decks can be constructed over a hauled water storage tank provided that proper access for filling and cleaning the tank is provided. A hauled water storage tank must be installed by a contractor registered with the Ohio Department of Health.

**SPRINGS**
A spring is a private water system in which water flows naturally from rock or soil onto the surface of the land or into a body of water or shallow aquifer that can be obtained at a depth of 10 feet or less from the surface. Water from these systems must be continuously disinfected and filtered. The system must be contained in a spring box with a construction of watertight concrete walls and a watertight cover. The owner of a spring must also own the land 50 feet downslope and 200 feet upslope of the spring. This area cannot be used for any other purposes besides the collection of water for the spring system.
Once it has been determined which type of water system must be installed on your property, the next step is to obtain your installation permit. A permit can either be mailed or e-mailed to you where you can complete the permit at your convenience or you can stop into our office to complete the permit in person.

If completing the permit at home, you will need to submit the permit with the proper fee to our office to begin the issuance process.

If completing the permit in our office, you will need to provide the proper fee once you complete the permit and your permit can be issued to you on that day or mailed to you within a few days following your visit.

Please visit our website or request directly from our office a current fee schedule.

The following pages show what a Private Water System Permit Application looks like and highlights the information you will need to properly complete the permit prior to submitting the application to our office.

If you are uncertain on how to complete some of the required information, you may request your private water system contractor to complete and submit the application for you. The contractor you choose to install your system must be registered with the Ohio Department of Health to install water systems in the state of Ohio. If your contractor is not registered, they are not permitted to install a private water system and your application will be disapproved until the contractor becomes registered or you choose a properly registered contractor.
HOW TO COMPLETE THE WATER PERMIT APPLICATION

The following pages will guide you on those sections of the Private Water System Application that must be completed and how to complete these sections. If you should have any questions on completing your Private Water system application, please do not hesitate to contact our office.

[Form]

COUNTY: [Enter County]
CITY: [Enter City]
LOCAL FEE: [Enter Local Fee]
STATE FEE: [Enter State Fee]
TOTAL FEE DUE: [Enter Total Fee Due]
RECEIPT #: [Enter Receipt Number]
PERMIT #: [Enter Permit Number]

OHIO DEPARTMENT OF HEALTH
APPLICATION/PERMIT FOR A PRIVATE WATER SYSTEM

NOTE: Read the application instructions on the next page.

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

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[Form]
Check the box that best describes the type of work being performed on your property.

Check the box that best describes the structure the water system will serve.

Check the box that best describes the type of water system that will be installed on your property.

If the new water system being installed is replacing an existing water system, check the box that best describes the type of water system that will be properly abandoned [sealed].

If a geothermal system is present on or planned for the property, check this box.
Complete all information asked for in this section. It is not necessary to complete the Parcel # section, for our office files all properties by address.

Ensure to sign and date your application.

Our office has the capability to locate the ODH Registration # if you do not know this number.

You will need to know the name of the contractor or contractors that will be installing the water system and components of the water system and their phone numbers.
Please provide the information asked for in this section.

A diagram of the property must be drawn to indicate the location of all structures and features. The above example shows a proper diagram. The main items that must be indicated on the diagram are provided in the example above. However, any other structures, water features, driveways or roads, buried tanks, or farm pastures must also be indicated if they are present on the property.
You will need to know the distance measurements from all property components to the new well. Place those measurements in this section of the form.

The minimum distance property components can be from the new water system are listed in parenthesis behind each component. The components on your property must meet or exceed these distances.

<table>
<thead>
<tr>
<th>Component Description</th>
<th>Distance (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>House, Building</td>
<td>10 ft</td>
</tr>
<tr>
<td>Property lines</td>
<td>10 ft</td>
</tr>
<tr>
<td>Existing or property water wells</td>
<td>10 ft</td>
</tr>
<tr>
<td>Road right-of-ways and road utility easements</td>
<td>10 ft</td>
</tr>
<tr>
<td>Public Roadways</td>
<td>25 ft</td>
</tr>
<tr>
<td>Driveway or parking lot</td>
<td>5 ft</td>
</tr>
<tr>
<td>Sewer - watertight</td>
<td>10 ft</td>
</tr>
<tr>
<td>Sewage tanks, sewage absorption fields, and waterlight vault privies</td>
<td>50 ft</td>
</tr>
<tr>
<td>Leaching privies, leaching pits, dry wells, or drainage wells</td>
<td>100 ft</td>
</tr>
<tr>
<td>Unregulated constructed wells or boreholes</td>
<td>50 ft</td>
</tr>
<tr>
<td>Geothermal systems</td>
<td>50 ft</td>
</tr>
<tr>
<td>Streams, lakes, ponds</td>
<td>25 ft</td>
</tr>
<tr>
<td>Storm water and other ditches with intermittent water flow</td>
<td>15 ft</td>
</tr>
<tr>
<td>Natural gas or propane tanks</td>
<td>20 ft</td>
</tr>
<tr>
<td>Fuel oil, diesel, chemical, gasoline and other petroleum liquid tanks</td>
<td>50 ft</td>
</tr>
<tr>
<td>Oil and gas wells</td>
<td>100 ft</td>
</tr>
<tr>
<td>Landfills</td>
<td>1000 ft</td>
</tr>
<tr>
<td>Construction and demolition debris facility</td>
<td>500 ft</td>
</tr>
<tr>
<td>Agricultural manure ponds, lagoons, or piles</td>
<td>50-300 ft</td>
</tr>
</tbody>
</table>

Please refer to OAC 3701-28-07 for additional required distances.
Once the INSTALLATION PERMIT has been issued, you will have one YEAR, from the issuance date, to install your system. The system will need to be installed by a contractor registered by the OHIO DEPARTMENT OF HEALTH. A listing of registered contractors in our local area is available on our website at www.crawfordhealth.com. The link for Private Water System Registration Info can be found by clicking on "environmental programs" followed by "residential water." All water system contractors (drillers and plumbers) will be listed by county.

Upon completion of the installation process, the contractor is required to Chlorinate the water system to aid in reducing any contamination that might have occurred during the drilling and installation processes.

For water sampling purposes, it must be ensured that the person performing the plumbing work inside the home, install a smooth-nosed downturned sampling spigot at the pressure tank on the well side of the pressure tank. The contractor performing the inside plumbing work must also be a registered contractor with OHIO DEPARTMENT OF HEALTH.

Once the contractor has completed the chlorination procedure, you will need to contact our office to schedule a water sample. You are allotted up to three (3) water samples with your permit should it be needed to obtain a water sample with a negative result. Please contact the number listed below to schedule your sample.

419-562-5871