

Plumas County Environmental Health



Well Manual

Information on the Well Installation
and Permit Process

PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 County Hospital Rd. Ste.127

Quincy, CA 95971

Phone: (530) 283-6355

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Visit our web site at:

www.countvofplumas.us

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I. Introduction

Congratulations on beginning the well drilling process! Often, this is the first step taken towards making property buildable and habitable. No matter your walk of life – a recent retiree, frequent vacationer, or younger property owner – this is an exciting beginning.

In this manual you will find information on the well application and permitting process, details on requirements for well location, and advice about protecting your well from contamination. In addition, a list of well drillers in the area is provided for your convenience.

We are pleased to assist you throughout this process. If you have any questions that are not addressed or answered in this manual, please do not hesitate to call. We can be reached in Quincy at (530) 283 – 6355.

II. Well Location Requirements

The most important consideration to take into account with well location is all potential sources of contamination. The following minimum setbacks must be met in order to protect your drinking water and groundwater quality.

Minimum Separation Distances in Feet

Sources of Contamination	Public Water Well	Domestic Water Well
Septic Tank	100	50
Leachfield, Leach trench or other sewage infiltration system	150	100
Sewer lines	100	50*
Perennial Surface Water including lakes, streams, and ponds	100	50
Community Water system mains and laterals	NA	NA

* May be reduced to 25 feet if the sewer line is constructed of materials approved for use in a building.

Some parcels have designated well and/or septic sites. If applicable, you are required to drill your well within this area. Exceptions are allowed only with careful consideration of your parcel and adjacent parcels, and when allowed by the recorded subdivision map.

There are greater limitations on the location of septic systems than wells. A poorly planned well location can severely limit placement, or even prohibit the use of an on-site septic system. Environmental Health strongly recommends obtaining a septic permit prior to or along with a well permit.

Wherever possible, wells should be located up-gradient from potential sources of pollution or contamination. This can provide an extra measure of protection for the well. Wells should also be located outside areas that are subject to flooding. Finally, all wells should be located an adequate distance from buildings and other structures to allow access for well modification, maintenance, repair, and/or future destruction.

III. Well Construction Requirements

Proper construction of your well will allow for the maximum protection of your drinking water. The following requirements will be verified upon final inspection of the well.

- Wells must be drilled to a minimum depth of fifty (50) feet.
- The space between the well casing and the wall of the drilled hole (called the annular space) must be sealed to a minimum depth of twenty (20) feet. Commercial or community wells require a minimum of fifty (50) feet. This prevents contamination of well water by surface pollutants and run-off.

You can provide more protection of your drinking water by placing a concrete pad extending at least twelve (12) inches out from the well casing and sloping slightly down and away from the casing. This will direct surface water and potential pollutants away from the well. If you intend to build a well house or cover, this pad can also serve as the foundation or flooring for this structure. Although constructing a concrete pad is recommended, it is not required.

Wells that are to be used for shared, public, commercial or community services have additional regulations and requirements. Please contact our office for further information.



IV. Well Installation Application Procedure

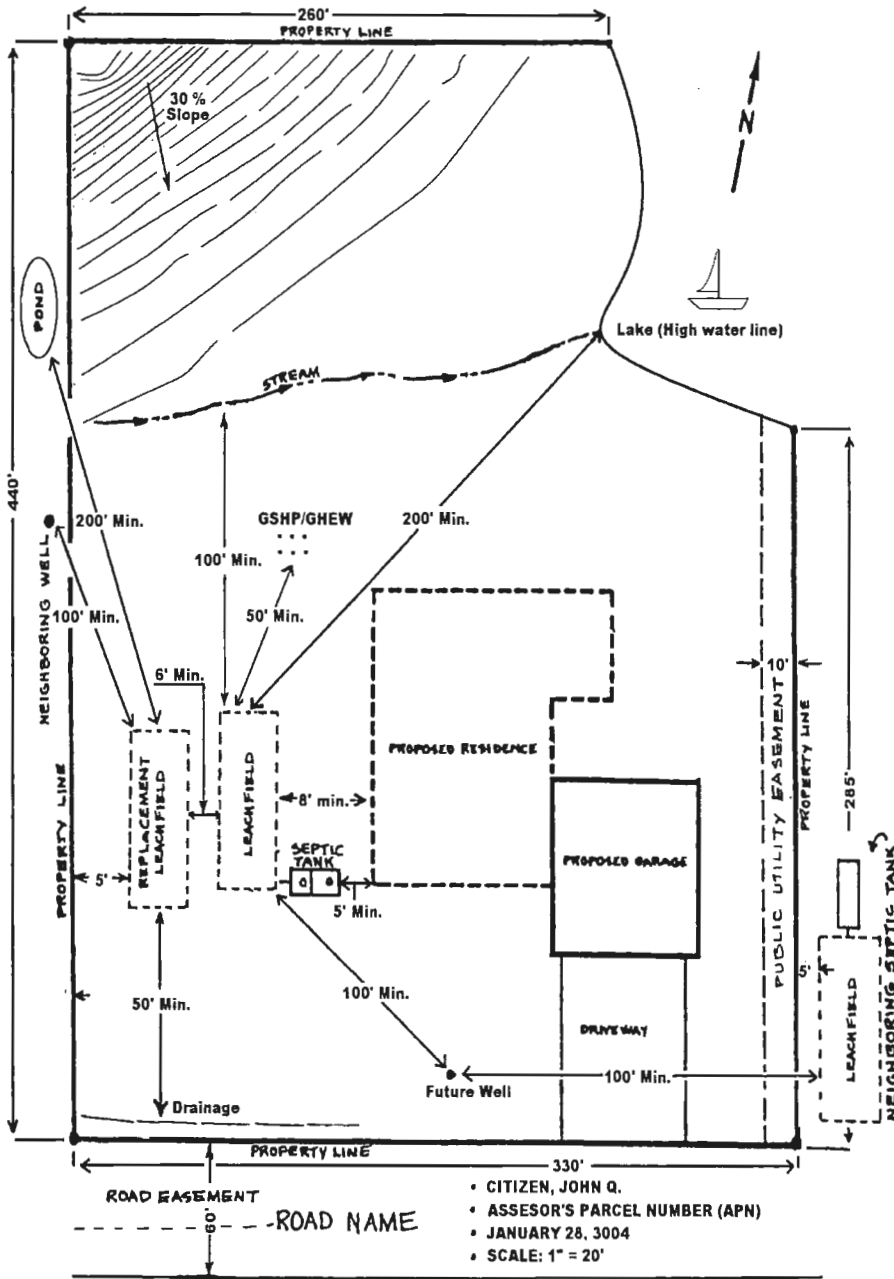
1. Submit the completed Application for Permit to Construct a Water Well and a preliminary plot plan drawn to scale on an 8 ½" X 11" sheet to the Planning and Building Services Agency with the appropriate fee. Follow the instructions given on the Sample Plot Map on the next page. As noted above, ***Environmental Health strongly recommends obtaining a septic permit prior to or along with a well permit.*** Also note that a water well permit application can be processed concurrently with a building permit for new construction.
2. After the application has been processed by the Planning and Building Services Agency, including review and approval of land use and set back requirements, it will be forwarded to Environmental Health.
3. Environmental Health staff will schedule a site inspection. Be sure the proposed well location is clearly marked with a stake, flag, or other clear indication of your requested location. Other property features such as building sites, buried septic tanks, leach fields, sewer lines etc., should also be marked to facilitate measurements.
4. If the proposed location meets all the requirements, Environmental Health will issue a permit to construct. Any special conditions for this installation will be noted on the plot plan. The permit will be mailed to the property owner, and emailed to the single point of contact and emailed to the well driller per the application.
5. With the approved permit and plot plan, the applicant and well driller will have all of the information necessary to begin drilling. Remember, only a State licensed and bonded C-57 Drilling contractor is authorized to drill a well.

Special note:

If your application is for an ag production well in the Sierra Valley Groundwater Management District, the District will need to review the application before Environmental Health can issue the permit. Please contact the District for information on their requirements and prohibitions.



SAMPLE PLOT PLAN DIAGRAM



1. Plot plan to be drawn on 8 1/2" x 11" paper, in ink or otherwise indelible.
2. In the lower right corner: List the parcel owner's name and current mailing address. List the date of the plot map, Assessor's Parcel Number (APN), address and lot number if applicable
3. Indicate Scale (example 1" = 20')
4. True North Arrow
5. Indicate location of any survey monuments and how property corners/lines can be located by the Environmental Health inspector.
6. Show location(s) of existing and/or proposed well's (within 100 feet of proposed leach area) and any public water supply main (within 25 feet).
7. Show all existing and/or future leach area(s).
8. Show all of the following that are within 200 feet of proposed leach area(s): year-round and seasonal watercourses (streams, springs etc.), drainage, bodies of water, meadows and wet marshy areas.
9. Show all cut or fill banks and natural escarpments in excess of 50% slope within 100 ft of leach area.
10. Show area of current and/or future buildings and structures.
11. Show all roadways, easements, areas of vehicular traffic, driveways and off-street parking.
12. Show location of proposed/current Geothermal Heat Exchange Wells (GHEW).
13. Show locations of all soil profiles, percolation test and piezometers.

V. Finishing the Well

1. Once you receive the approved permit and plot plan, drilling can begin at any time. **The water well construction permit is valid for one (1) year from the date of issue.** Be sure the driller schedules your work within this time frame.
2. When the driller is ready to seal the annular space of the well, they will notify Environmental Health. Twenty-four (24) hour notice is *required*.
3. For residential wells, a twenty feet annular seal is required. This seal can be installed in different ways. If the well will be installed inside a pump house, the seal typically extends from the ground surface down to twenty feet. If the well will be located away from a pump house, the seal typically extends from three feet below grade to twenty-three feet below grade to accommodate a Pitless adapter above the seal but below the freeze line. Either approach is acceptable so you may want to discuss these alternatives with your well driller.
4. A representative from Environmental Health will perform the final inspection, which includes witnessing placement of the upper sanitary seal. In rare circumstances, if no field inspectors are available at the scheduled seal time, the driller may be authorized to proceed without an inspector being present. In this case, the field inspector will visit the site and inspect the work after completion.
5. After the well is completed, the driller must submit a well log. **Environmental Health must receive a copy of the well completion report (well log) within thirty (30) days of drilling the well.** Final approval of your well cannot be completed until Environmental Health receives your well log.

In addition to a completed well, an approved sewage disposal system must be in place before the Planning and Building Services Agency will issue a Certificate of Occupancy.



VI. Permit Expiration, Extensions, and Fees

Water well permits are valid for one (1) year from date of issue. Approximately thirty (30) days prior to the permit expiration date, the applicant should receive written notification from Environmental Health regarding the expiration date of the permit.

If the well is not installed prior to permit expiration, the applicant may request a one-time permit renewal for up to one (1) year. The renewal request must be received along with the appropriate fee prior to permit expiration. Should a permit expire before renewal, the permit is declared invalid and a new application and fee are required to complete the project.

Permit fees are updated annually, so please call our office at 530-283-6355 or Plumas County Planning & Building Services at 530-283-7005 for current fee information.

VII. How to Care For Your Well

Prior to first use of your well it is recommended to disinfect the water since contaminants may have been introduced during the drilling process. This department also recommends disinfecting your well after flooding, work on the well pump, or any time water quality in your well could be affected. To disinfect your well, follow these steps:



- 1) Close all faucets.
- 2) Pour one (1) gallon of unscented household bleach into the top of the well casing.
- 3) Go to the farthest point to which water will be carried in your home and open the faucet. Let water run until you smell chlorine **then immediately close the faucet**. Follow this same process for all other faucets, one at a time.
- 4) Allow the chlorine to remain in the system for 24 hours without any water usage.
- 5) After 24 hours, open all faucets to flush the system.
- 6) When the smell of chlorine can no longer be detected at the farthest point, close all faucets.
- 7) When finished, it is a good idea to collect a water sample for laboratory testing to confirm that your water is free from biological contamination. Private lab instructions and containers are available at the Environmental Health office.

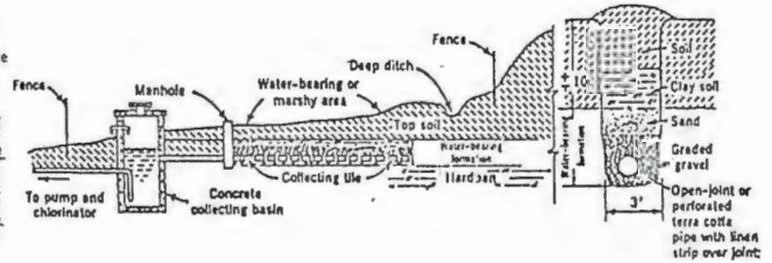
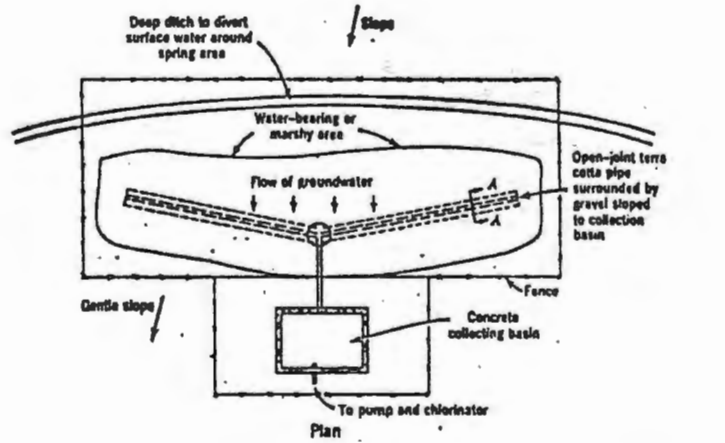
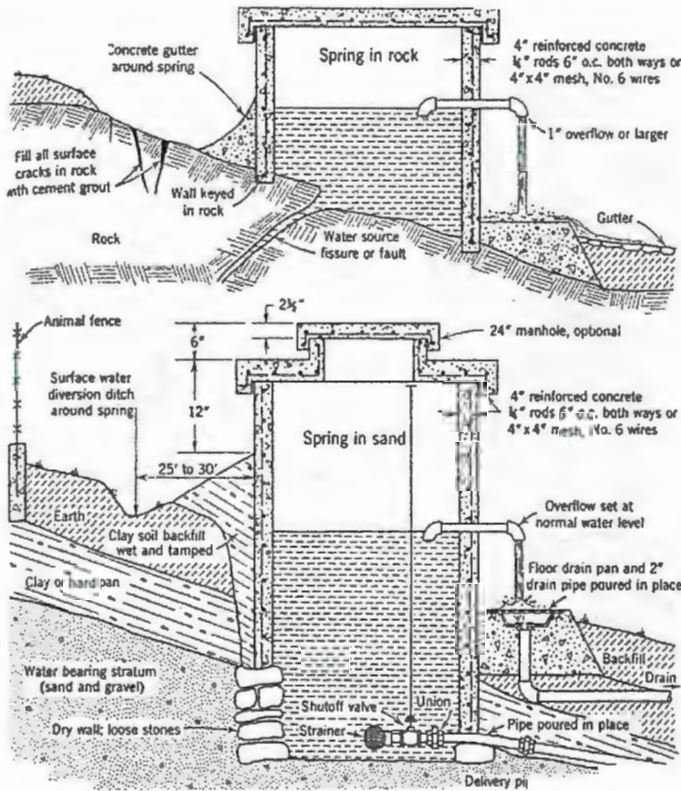
Your water is now ready for domestic use.

Note: This method only removes biological contaminants, not physical or chemical pollutants.

VIII. Springs as a Domestic Water Source

In some cases it **may** be possible to use naturally occurring springs on your property as a domestic water source. There are different regulations and requirements for utilization of a spring water source. These include documentation regarding water rights, construction to ensure the spring is not subject to surface contamination, an evaluation by a qualified public or private authority for quantity, and testing to determine water quality. Below are some examples of how to develop a spring for domestic use. Please contact our office for further information.

Source and Protection of Water Supply 245





PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 County Hospital Road, Ste 127 Quincy, CA 95971

Phone (530) 283-6355 ~ FAX (530) 283-6241

WELL DRILLERS OPERATING IN PLUMAS COUNTY

Aquarius Well Drilling
P.O. Box 6
Mt. Shasta, CA 96067
(530) 926-4185

www.aquariuswelldrilling.com

David & Sons Drilling Co.
P.O. Box 1029
Oroville, CA 95965
(530) 589-3914

Dickens Drilling
189 Danny Court
Quincy, CA 95971
(530) 283-9968

Gary Tanko Well Drilling, Inc.
12150 Luther Rd.
Auburn, CA 95603
(800) 734-8234
www.tanko.com

Beckett Drilling
436-005 Willow
Doyle, CA 96109
(530) 827-2278

Steve's Pumps & Well Drilling
711-715 Sears Rd.
P.O. Box 249
Janesville, CA 96114
(530) 253-3601

www.yourh2opro.com

Diamond Well Drilling
1660 Old Airport Rd.
Auburn, CA 95603
(530) 823-0354

www.diamondwelldrilling.com

Tri-State Drilling
P.O. Box 8671
Red Bluff, CA 96080
(530) 527-9434
(530) 243-0403 (Redding)

Anderson Exploration Drilling
1635 Belford Rd.
Reno, NV 89509
(775) 826-5774



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APPLICATION FOR PERMIT TO CONSTRUCT WATER WELL

JOB SITE ADDRESS:		CITY:	APN:	PHONE:
PROPERTY OWNER			GPS (If Known): Latitude: Longitude:	
MAILING ADDRESS:		CITY:	STATE:	ZIP:
Well Permits will not be issued without Licensed Contractor			SINGLE POINT OF CONTACT FOR THIS APPLICATION:	
CONTRACTOR NAME:			NAME:	
CONTRACTORS LICENSE NO.:			MAILING ADDRESS:	
ADDRESS:			CITY:	STATE: ZIP:
CITY:	STATE:	ZIP:	PHONE:	
PHONE:	EMAIL:		EMAIL:	

WATER SUPPLY TYPE SECTIONS BELOW MUST BE COMPLETED

Water Supply Type: Please Check One	Proposed Gallons Per Minute
<input type="checkbox"/> Individual Domestic (4 or less connections) <input type="checkbox"/> Community Water Supply (5 or more connections) <input type="checkbox"/> Industrial (subject to possible contamination) <input type="checkbox"/> Agricultural <input type="checkbox"/> Other: _____	<input type="checkbox"/> 0-99 GPM (Small Capacity) <input type="checkbox"/> 100 + GPM (Large Capacity) Proposed Casing Size (inside diameter): _____ Type of Work: (Please choose one) <input type="checkbox"/> New <input type="checkbox"/> Deepening <input type="checkbox"/> Destruction <input type="checkbox"/> Replacing existing well

THIS APPLICATION MUST BE ACCOMPANIED BY:

ACCURATE PLOT PLAN (8 1/2 X 11 with APN written on the Plot Map-See Sample) & Workers' Compensation Insurance Affirmation

By signing **AND** initialing below, I, _____ hereby declare:

_____(Initial) 1. I am the legal owner of the parcel referenced in this application.

_____(Initial) 2. I acknowledge and approve all proposed construction activity applied for in this application.

Please send a copy of the Permit, once issued to: (Check all that apply): Owner Well Contractor

_____ Signature of Property Owner	_____ Date	_____ Signature of Licensed Contractor	_____ Date
Letter of Authorization/Faxed Signature is Acceptable		Letter of Authorization/Faxed Signature is Acceptable	

Completed Application and PAYMENT to: Planning and Building Services 555 Main St. Quincy, CA 95971

OFFICE USE ONLY-DO NOT WRITE BELOW THIS BOX

Date Received: _____ Comments: _____

Receipt No.: _____ Check Number: _____ Amount Paid: _____ Received By: _____

Ownership Verified By: _____ Application Number: _____

WORKERS' COMPENSATION INSURANCE AFFIRMATION

THIS FORM COVERS THE CALIFORNIA THE CALIFORNIA STATE REQUIREMENT INSURING WORKERS ON YOUR PROJECT

Work pursuant to a permit taking place on your property must be covered by Workers' Compensation Insurance covered by one of the following methods below, OR, you must affirm you are exempt from provisions, as outlined below.

METHOD A: LICENSED CONTRACTOR DECLARATION:

I hereby affirm I am a licensed contractor, under provisions of chapter 9 (commencing with section 7000) of the California Business and Professions Code. I affirm my license is in full force and effect.

License Class: _____ License Number: _____

Date: _____ Contractor: _____

METHOD B: OWNER-AS-EMPLOYER/BUILDER DECLARATION:

I will hire or have hired employees with wages as their sole compensation who will perform the work at my direction, and the structure is not intended or offered for sale. When I use my own employees, I have and furnish herewith a Workers' Compensation Policy covering my employees. (Section 7044 of the Business & Professions Codes). **I hereby declare I have a current and valid Workers' Compensation Insurance policy, or a certificate to self-insure, and I am furnishing a certified copy thereof herewith** to the permitting agency (Plumas County Building Division) in order to obtain my permit for the work. All persons furnishing labor to complete the work on my property will be either covered by this policy or will have their own Workers' compensation policies in effect.

Policy Number: _____ Insurance Company: _____

Date: _____ Contractor: _____

METHOD C: OWNER-AS-BUILDER EXEMPTION DECLARATION:

I hereby affirm I am exempt from California Contractor's License Law for one of the following two reasons:

(Section 7031.5 of California Business & Professions Code states that any County requiring permits for construction work will also require the applicant for such permit file a signed statement that he/she is a licensed contractor, or, that he/she is exempt therefrom. The statement must include the reason for such exemption. A violation of this law subjects the applicant to a civil penalty of not more than \$500.00). **CIRCLE ONE.**

- 1. I, as the owner of the property, will personally perform the work:** The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who performs such work him/herself.
- 2. I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project. The contractors I am contracting with will have their own Workers' Compensation policies.** (Section 7044 of the Business & Professions Codes: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with contractor(s) licensed pursuant to the Contractors License Law).

Date: _____ Owner-as-Builder: _____

FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST AND ATTORNEY'S FEES.

SEE REVERSE FOR CAUTIONARY NOTES FOR "OWNERS-AS-BUILDERS"

ADDITIONAL CAUTIONARY NOTES FOR "OWNERS-AS-BUILDERS

- A. FOR YOUR OWN PROTECTION**, you should be aware that, listing yourself as the “Owner-as-Builder” on the permit, you are the responsible party of record for all work performed under the permit. If your work is being performed by someone other than yourself, and you have signed as Owner-as-Builder, you are potentially liable for any injuries that may occur during the course of construction.
- B. A frequent practice of unlicensed persons professing to be contractors to secure an “Owner-Builder” building permit**, erroneously implying that the property owner is providing his or her own labor and material personally.
- C. If you are contracting with a licensed contractor, they are required by California State License Law to have valid Workers’ Compensation Insurance Policies.** These policies then protect and cover the workers in case of injuries during the course of construction. **If there is no Workers’ Compensation Policy in effect, and you are the Owner-as-Builder, then you are the insurer in case any worker you employ becomes injured on your project.** Any licensed contractor is required by State Law to put their license number on all permits for which they apply.
- D. If you employ or otherwise engage persons other than your immediate family**, and the work is more than \$500.00 or more for the entire project, and such persons are not licensed contractors holding a valid Workers’ Compensation Policy, then you may be considered to be an **employer**.
- E. If you are an employer, you must register with the State and Federal Government** as an employer and you as an employer become subject to several obligations including State & Federal Income tax withholding, Federal Social Security taxes, Workers’ Compensation insurance, Disability insurance costs, and unemployment compensation contributions.
- F. There are financial risks for you** if you do not carry out these obligations, and these risks are especially serious with respect to Workers’ Compensation Insurance.
- G. Any contractor you sign a contract with must** have a current and active California Contractor’s license. Contractor’s licenses can be verified at: http://www2.cslb.ca.gov/CSLB_LIBRARY/license+request.asp
- H. If you are hiring someone other than a licensed contractor** to do the work, your own Workers’ Compensation Insurance Policy must be on file in this Department in the form of a valid current certificate from your Insurance Agent.

For more information you may wish to contact:

1. **For Licensed Contractors:** Contractors State License Board, 1020 “N” St., Sacramento, CA, 95814. 1-800-321-2752, or www.cslb.ca.gov
 2. **Federal Taxes:** Internal Revenue Service or U.S. Small Business Administration.
 3. **State Taxes:** Department of Benefit Payments and/or Division of Industrial Accidents.
- I. The State of California Health & Safety Code requires us to make you aware of these laws and ordinances, and requires you to complete the form on the reverse side and return it to us prior to issuance of any permit (Section 19830, Chapter 9, part 3, division 13)**

DEPARTMENT OF WATER RESOURCES

NORTHERN REGION

2440 Main Street

Red Bluff, CA 96080

(530)-529-7300

(530) 529-7322 (Fax)

April.Scholzen@water.ca.gov

NORTH CENTRAL REGION

3500 Industrial Blvd.

West Sacramento, CA 95691

(916) 376-9613

(916) 376-9676 (Fax)

NCRO_WCR@water.ca.gov

SOUTH CENTRAL REGION

3374 E. Shields Ave Ste A7

Fresno, CA 93726

(559) 230-3300

(559) 230-3301 (Fax)

Chris.Guevara@water.ca.gov

SOUTHERN REGION

770 Fairmont Avenue

Glendale, CA 91203

(818) 549-2307

(818) 543-4604 (Fax)

waterdata@water.ca.gov

WELL COMPLETION REPORT REQUEST FORM

California Water Code Section 13752 allows for the release of copies of well completion reports to governmental agencies and to the public. The department may charge a fee for the provision of a report to cover the cost of researching and preparing the well completion reports for distribution. Please contact the appropriate DWR regional office for more details.

Type of Request: Government Agency Public Request (Owner of well: Yes No)
 Cannabis Cultivation Permit Application
 (Note: Consultant requests are Public Requests.)

Project Name: _____ County: _____

Well/ Project Location: _____

For A Single Well:

Owner at time of drilling: _____ Driller: _____

APN: _____ Year Drilled: _____ Depth of Well: _____ Casing Diameter: _____

For a Radius Search:

Search Radius: _____ ft mi List of Township, Range, and Sections: _____

Additional Information related to your search request (Maps, Coordinates, etc.):

Requestor's Contact Information:

Name (Please print): _____ Company: _____

Address: _____ Phone: _____

City, State, and Zip Code: _____ Fax: _____

Email: _____ Date: _____

FOR DWR USE ONLY

TRS: _____ Cost of Search: _____

PQ Check: _____ Initials: _____ Date: _____ Time: _____ PMT Received: _____