

Required Steps for New Well Permit Applications

Name of Applicant \_\_\_\_\_

Site Address or REID # \_\_\_\_\_

Please initial each step below *after* each step has been complete. By initialing you are confirming that each step has been completed.

**\*\*NOT HAVING THE ITEMS BELOW COMPLETE WHEN THE INSPECTOR ARRIVES WILL RESULT IN A LENGTHY DELAY IN RECEIVING A PERMIT\*\***

1. The proposed well site has been clearly marked/flagged and is clear of underbrush. INITIAL: \_\_\_\_\_
2. The septic tank has been marked/flagged. INITIAL: \_\_\_\_\_
3. Lot lines have been clearly marked and corner pins located (Survey Pins). INITIAL: \_\_\_\_\_
4. Proposed house corners are marked and encompass the entire footprint of the structure including decks, garages, or other structures. INITIAL: \_\_\_\_\_
5. All rights-of-ways (if they exist) have been marked that are in the well area (overhead power lines and drives leading to adjacent lots). INITIAL: \_\_\_\_\_
6. Property has been posted by sign or other method. If needed, placards can be obtained from Henderson County Department of Public Health. INITIAL: \_\_\_\_\_

**\*\*NOT HAVING THE ABOVE ITEMS COMPLETE WILL RESULT IN A LENGTHY DELAY IN RECEIVING A PERMIT\*\***

WHEN ITEMS ABOVE ARE COMPLETE PLEASE SUBMIT USING ONE OF THE FOLLOWING OPTIONS:

- Upload to [online portal](#)
- Call office at: (828) 694-6060 or (828) 694-6043
- EMAIL FORM TO: [HCDPH\\_EnvHealth@hendersoncountync.gov](mailto:HCDPH_EnvHealth@hendersoncountync.gov)
- Fax to (828) 697-4523

Thank you!

Date received by ENV Health:

Permit Number: