

Health Department Instructions for Applying for a Well Water Permit

This permit is required for the installation, drilling, replacement or operation of a water well, water well pump or well pumping equipment used to supply water to buildings in New York City. There are two types of Well Categories: Potable (drinking) and Non-Potable (not for drinking) Wells. One application is used for both types of permits.

Non-Potable Water Well permit application fee: \$300

Non-Potable Water Well permit renewal fee: \$15

Potable Water Well permit application fee: \$1,090

Potable Water Well permit renewal fee: \$340

You may apply online or in person.

Apply On-Line

1. Go to [DOHMH Permits page](#), select the permit for which you are applying and review the prerequisites and required supporting documents.
2. Gather all supporting documentation that must be submitted along with the application (see *Supporting Document Checklist* below).
3. Create electronic versions of your supporting documents
4. Select Apply Online and you will register an account with the NYC Online Licensing system.
5. Complete the required information online, upload your supporting documents and submit payment.
6. Payment accepted: Credit/Debit Cards only.

Apply In Person

1. Obtain an application packet by:
 - a. Calling 311 and asking for *Apply for a Well Water* permit.
 - b. Download application forms and instructions from www.nyc.gov/
2. Gather all supporting documentation that must be submitted along with the application (see *Supporting Document Checklist* below).
3. Request an appointment for in-person license application:
By email:
LicensingAppointments@dcwp.nyc.gov
By phone:
(212) 436-0441

Read the following sections thoroughly.

A. Important Information – Read the Following Before You Apply for a Permit

- Relevant Health Code Sections
<http://www.nyc.gov/html/doh/html/about/health-code.shtml>
- New York State Department of Environmental Conservation
<http://www.dec.ny.gov/lands/4997.html>
- New York State DEC Long Island Well Info (Kings/Queens Counties)
<https://www.dec.ny.gov/lands/117175.html>
- NYS DEC Permit Information
<https://www.dec.ny.gov/energy/1783.html>
- DEP Letter of Approval Procedures
<https://www.nyc.gov/site/dep/about/dewatering-pretreatment-scavenger.page>
- Subpart 5 – NYS sanitary Code for Water Systems
<http://www.health.ny.gov/environmental/water/drinking/regulations/>

B. Application information that will be requested

1. Form to be completed and submitted with application: **WELL WATER QUESTIONNAIRE**
2. Applicants for potable wells (water for drinking purposes) must establish that the municipal water supply is not accessible. Applicants must also demonstrate that the water quality of the proposed well will meet the standards as outlined in Subpart 5-1 of the New York State Sanitary Code.
3. New proposed well applicants for potable permit must submit an assessment of the proposed site created by a licensed architect or engineer. The assessment should include: the past land use of the area, and any potential sources of groundwater contamination that may migrate into the well point's cone of depression such as gas stations, chemical plants, landfills, transfer stations, etc.
4. New proposed well applicants must also submit a map/plan of the property, showing the location of any buildings, proposed well site, property boundaries, and any potential sources of pollution (fuel or septic tanks, solid waste, salt storage, etc.) within 100 feet of the well. A licensed architect or engineer must draft this map/plan if applying for a potable well permit. Three copies of engineering plan by NYS licensed engineer or architect, including engineering specification, manufacture, calculation etc.
5. Applicants for Non-Potable wells (water for purposes other than drinking) must receive a Letter of Approval for Groundwater Discharge to Sanitary or Combined Sewer from the Department of Environment Protection. Please use the appropriate form available in the Links section above.
6. No person shall drill, construct or abandon a well without first registering the well with the New York State Department of Environmental Conservation pursuant to New York State Environmental Conservation Law 15-1525.
7. A letter of approval from DEP for cross connection device installation.

Instructions for Completing an Application Form

New York City Health Code, Section 3.19 states: “No person shall make a false, untrue or misleading statement or forge the signature of another on a certificate, application, registration, report, or other document required to be prepared pursuant to this Code. No person shall make a false, untrue or misleading oral statement to the Department as to any matter investigated by the Department.”

NOTE: Any form with alterations, corrections, whiteout, etc., will not be accepted.

Complete all sections of the application. If completing it by hand, please use ink and write in **CAPITAL LETTERS.**

1. License or Permit Name

- Enter the name of the permit or license you want to obtain. Example: Food Service Establishment

2. Section A

- Enter the individual owner’s name, or all partners’ names or corporation name in the box labeled “Name of Corporation, partnership or individual owner” (the permit will be issued to the corporation, partnership or person named here)
- Enter the name of the establishment in the space labeled “Trade Name/DBA”
- Provide the address where the establishment will be located. Please include in the space labeled “Premises Location” the floor, booth number, or store number where the establishment is to be located.
- Enter the establishment’s telephone, fax and the email address (if any). All correspondence sent by email will be sent to this address.
- Provide your date of birth, if applying as an individual

3. Section B

- Enter the date you expect to start operating.

4. Section C

- Enter your New York State Tax Authority ID #. Not-for-Profit applicants should enter their Federal EIN . If applying as an individual, also enter your SSN. If you do not have a Social Security number, you may use an Individual Tax Identification Number (ITIN)

5. Section D

- Enter the mailing address if it is different from where the establishment is going to be located. All correspondence sent by mail will be sent to this address.

6. Section E

- Enter the name, home address, zip code, phone number, email address and title of the owner/all partners in the business/all principal officers in the corporation

7. Section F

- All applicants must complete the Workers’ Compensation and Disability Insurance information requested and provide copies of proof of current insurance or form CE-200 stamped by the Worker’s Compensation Board, indicating the Board received a sworn affidavit stating that such coverage is not required. An application for a permit will not be accepted without this information and proof

8. Signature

- Sign the application.
 - *Note: the person who signs the Application must be named in Section E.*
- Enter the title and telephone number of the person who signed the Application for Permit
- Indicate whether the applicant is 18 years of age or older.
 - *Note: applicants must be older than 18 years of age.*