

## New Municipal Public Water Supply Well Checklist

All municipal public water supply wells must be installed according to Minnesota Statutes and Rules. A guideline for meeting these requirements is below. More details are available at the resources below or by contacting your MDH district engineer.

- [Community Public Water Supply Unit: Contacts and Districts \(PDF\)](#)

### Prior to Well Construction

- Apply for an appropriation permit from the Minnesota Department of Natural Resources (MNDNR) for any water system that uses greater than 10,000 gallons per day or 1 million Gallons per year using the [MNDNR Permitting and Reporting System \(MPARS\)](#).
- Obtain Well Construction Preliminary Assessment from MNDNR.
- Have an approved [MNDNR Water Supply Plan](#) in place for systems serving a population greater than 1,000 people in Greater Minnesota and all cities in the seven-county metro area.
- Submit engineer-signed plans/specifications, [plan review fee sheet \(PDF\)](#), and associated fees for the well and any related components to MDH.
- Submit a completed [Preliminary Wellhead Protection Area Delineation \(PDF\)](#) to MDH. (Can be submitted with plans and specifications.)
- Submit documentation showing that the system owner either owns or legally controls all land within a 50 foot radius from the outside edge of the proposed well casing. (Can be submitted with plans and specifications.)
- Wait to be contacted by an MDH representative to conduct a site inspection of the proposed well location.
- Receive the written plan review approval letter for construction, which includes well site approval from MDH.
- Use a Minnesota licensed well contractor.
  - [Licensed Well and Boring Contractor Directory](#)

Well contractor will:

- Submit a well notification form and appropriate fee to MDH.
- Contact [MDH Well Management](#) at least 24 hours prior to the start of well construction to have a well inspector on-site for well drilling.

### After the well is drilled

- Well contractor will:
  - Submit a completed Well & Boring Record to the well owner and to MDH.

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- Verify a unique well number tag is attached to the well casing.
- Sample the water for coliform bacteria, nitrate, and arsenic for analysis by an MDH certified lab and submit these results to MDH Well Management.
- Complete the MNDNR water appropriation permit application in MPARS, pay the \$150 permit application fee and receive permit approval prior to using water from the well.
- Contact the MDH District Engineer before placing the well on-line.
- Submit documentation for wellhead completion (i.e. pitless or well house) if not previously submitted to MDH for review. Documentation will include engineer-signed plans/specifications, plan review fee sheet, and associated fees.

### Resources

- [Community Public Water Supply Unit \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)  
(<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf>)
- [MNDNR Permitting and Reporting System \(MPARS\)](http://dnr.state.mn.us/mpars/index.html) (<http://dnr.state.mn.us/mpars/index.html>)
- [MNDNR Water Supply Plans](https://www.dnr.state.mn.us/waters/watermgmt_section/appropriations/eandc_plan.html)  
([https://www.dnr.state.mn.us/waters/watermgmt\\_section/appropriations/eandc\\_plan.html](https://www.dnr.state.mn.us/waters/watermgmt_section/appropriations/eandc_plan.html))
- [Plan Review Fee Sheet \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/planreview/planreviewfeesheet.pdf)  
(<https://www.health.state.mn.us/communities/environment/water/docs/planreview/planreviewfeesheet.pdf>)
- [Preliminary Wellhead Protection Area Delineation \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swp/whpareaguide.pdf)  
(<https://www.health.state.mn.us/communities/environment/water/docs/swp/whpareaguide.pdf>)
- [Planner and Hydrologists Districts: Source Water Protection Unit \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/swpstafmap.pdf)  
(<https://www.health.state.mn.us/communities/environment/water/docs/swpstafmap.pdf>)
- [Licensed Well and Boring Contractor Directory](https://www.health.state.mn.us/communities/environment/water/wells/contactus.html)  
(<https://www.health.state.mn.us/communities/environment/water/wells/contactus.html>)
- [Contacting the Well Management Section](https://www.health.state.mn.us/communities/environment/water/wells/contactus.html)  
(<https://www.health.state.mn.us/communities/environment/water/wells/contactus.html>)

Minnesota Department of Health  
Drinking Water Protection  
651-201-4700  
[www.health.state.mn.us](http://www.health.state.mn.us)

01/2021

*To obtain this information in a different format, call 651-201-4700.*