

# New Non-Municipal Community PWS Well Checklist

UPDATED 8/20/2020

All non-municipal community 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 on the Minnesota Department of Health (MDH) website, Community Public Water Supply, or by contacting your MDH district engineer, Community Public Water Supply District Map.

## 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).
  - MNDNR Permitting and Reporting System
- Obtain Well Construction Preliminary Assessment from the MNDNR if necessary per previous checkbox.
- Submit plan/specifications signed by licensed contractor and plan review fee sheet for the well and any related components to the MDH.
  - MDH Plan Review Fee Sheet
  - A Proposed Non-municipal Community Well Construction Form may be used for plan/specs
- Submit documentation showing that the system owner either owns or legally controls all land within 50 foot radius of the proposed well location. (Can be submitted with plans and specifications)
- Receive the written plan review approval letter for construction, which includes well site approval from the MDH.
- Use a Minnesota Licensed Well Contractor.
  - Minnesota Licensed Well Contractor
- Submit well notification form and appropriate fee to the MDH.
- Contact Well Management at the MDH at least 24 hours prior to the start of well construction to have a well inspector on-site for well drilling.
  - Contact MDH Well Management

## After the Well is Drilled

- Submit a completed Well & Boring Record to the well owner and to the MDH.
- 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 the 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.
- Wellhead completion (i.e. pitless or well house) plans/specifications, plan review fee sheet, and associated fees submitted to the MDH for review if not previously submitted.
- Have any unused wells sealed by the contractor.

## URLs for links listed in document

- Community Public Water Supply District Map:  
<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap19.pdf>
- MNDNR Permitting and Reporting System: <http://dnr.state.mn.us/mpars/index.html>
- MNDNR Water Supply Plan:  
[http://www.dnr.state.mn.us/waters/watermgmt\\_section/appropriations/eandc\\_plan.html](http://www.dnr.state.mn.us/waters/watermgmt_section/appropriations/eandc_plan.html)
- MDH Plan Review Fee Sheet:  
<https://www.health.state.mn.us/communities/environment/water/docs/planreview/planreviewfeesheet.pdf>
- Minnesota Licensed Well Contractor:  
<https://www.health.state.mn.us/communities/environment/water/wells/lwc/index.html>
- Contact MDH Well Management:  
<https://www.health.state.mn.us/communities/environment/water/wells/contactus.html>

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4700  
[www.health.state.mn.us](http://www.health.state.mn.us)