



**San Francisco City and County  
Department of Public Health**

Edwin M. Lee, Mayor  
Barbara A. Garcia, MPA, Director of Health

**Environmental Health Section  
Monitoring Wells Program**

Rajiv Bhatia, M.D., M.P.H.  
Director of Environmental Health

**Application for Monitoring Well  
Construction /Destruction or Soil Borings**

Application Date: \_\_\_/\_\_\_/\_\_\_ Starting Date: \_\_\_/\_\_\_/\_\_\_ Completion Date: \_\_\_/\_\_\_/\_\_\_

Job Address/Location: \_\_\_\_\_

**TO BE COMPLETED BY OWNER, CONSULTANT OR DRILLER**

Property Owner	Well Owner (If Different)	Consultant / Engineer & Geologist Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Telephone Number	Telephone Number	Telephone Number
Fax Number	Fax Number	Fax Number

Please indicate **Type and Number** of Proposed Wells/Borings

**Geotechnical Investigation:**

- Exploratory Wells/borings
- Cathodic Wells
- Cone Penetrometer Test
- Shallow Anodes
- Other \_\_\_\_\_

**Environmental Investigation:**

- Exploratory borings
- Water / Vapor Extraction Wells
- Hydropunch
- LOP Workplan

**Monitoring Wells Construction:**

- Chemical Leaks
- Compliance Well
- Baseline Study
- Well Destruction
- LOP Workplan

**Topographic Features – Well to be constructed:**

- In a Public Sidewalk
- In a Public Road
- On Private Property
- On City Property

**Construction Specifications:**

Diameter of Well Casing: \_\_\_\_\_ Annular Seal Depth: \_\_\_\_\_

Gauge of Casing: \_\_\_\_\_ Annular Seal Material: \_\_\_\_\_

Casing Depth: \_\_\_\_\_ Other Information: \_\_\_\_\_

**Destruction Specifications:** Well Diameter: \_\_\_\_\_ Approximate Depth: \_\_\_\_\_

Materials and Procedures to be Used: \_\_\_\_\_

**WELL LOCATION:** On the following site plan accurately draw the well location. (Recommend Assessor's Map)

1. Sketch well location to scale, show dimensions to nearest foot.
2. Show a minimum of two dimensions at right angles. Dimensions shall be from the centerline of the closest named street, road or highway.
3. Show location of any existing wells.

**CERTIFICATION BY WELL OWNER/AGENT AND DRILLER/AGENT:**

I certify the information above is correct to the best of my knowledge. I certify that the well will be constructed in compliance with the conditions this permit, the San Francisco Health Code and, if applicable, the Hazardous Materials Permit & Disclosure Ordinance of the City/County. It is my responsibility as the responsible party to notify this Section of any changes in the purpose of this well from that which is indicated on this application form.

**If proposed well is to meet compliance with a Hazardous Materials Permit & Disclosure Ordinance, has the Hazardous Materials Unified Program been contacted?**     Yes     No

\_\_\_\_\_  
Name and Address of Well Driller/Company

\_\_\_\_\_  
C-57 Driller's License Number

\_\_\_\_\_  
Signature of Responsible Professional  
(NO substitution of Signature will be accepted)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Civil Engineer Registration Number or  
Engineering Geologist Certificate Number

Based on information on the application and attachment(s) hereto (if any) and subject to approval noted below, permission is hereby granted to commerce the described project. Permission to start may be withheld until a field check verifies all statements made on application by Permittee and is also subject to any "General" and "Special" conditions attached.

**To be Completed by Well Section Staff:**    Project # \_\_\_\_\_    Date Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Wells: \_\_\_\_\_    Number of Soil Borings: \_\_\_\_\_

This project to construct/destroy is    APPROVED   

This project to construct/destroy is    DISAPPROVED   

\_\_\_\_\_  
Inspector



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**PROCEDURES FOR OBTAINING A PERMIT TO CONSTRUCT/DESTRUCT A WELL OR SOIL BORING AND FOR OBTAINING A PERMIT TO OPERATE A WELL**

- A. Complete an [application for a Permit to Construct/Destroy a well or soil boring](#).
- B. A one-time non-refundable filing fee of **\$315** per site and other fees must be submitted with the application. Make the check payable to "San Francisco Department of Public Health"
- C. In addition to application fees required, please submit the deposit fee amount according to the fee schedule for the type of proposed drilling.
- D. For **monitoring** wells submit all applications, fee and deposits to: **Environmental Health Section  
Monitoring Wells Program  
1390 Market St., Suite 910  
San Francisco, CA 94102**
- For **production** wells submit all applications, fees and deposits to: **Environmental Health Section  
Production Wells Program  
1390 Market St., Suite 910  
San Francisco, CA 94102**
- E. Once the application has been reviewed and approved, Permit to Construct/Destroy will be issued to the applicant. A plan approval on non-local oversight facilities is valid for only ninety days (90) unless work has begun. If work has not commenced within such time, re-submission of plans and deposit may be required. The geologist/consultant/well driller is responsible for contacting the well inspector to schedule the required inspections. It is recommended that as much advance notice as possible be given so that the required site inspections may be scheduled. Once the inspection has been scheduled the authorized work may begin.
- F. Contact the Monitoring Well Section at 415-252-3815. Drillers may not commence work until the application has been approved.
- At least 10 days in advance of drilling
  - Advance 48 hour notice is required for inspection of the annular seal
  - Minimum advanced notice of 24 hours must be provided prior to well development and water sampling
- G. Submit a copy of the Department of Water Resources Well Drillers Report, Form 188, to the Water Quality Control Section within 30 days after completion of the work.
- H. Any person violating this section by failing to submit plans, obtain necessary inspections and approvals, make deposits or commence or continue construction or destruction is in violation hereof and shall be subject to penalties and abatement actions.
- I. The approval of plans and specifications shall not prevent this Department from requiring corrections, specifications, installations and operation in such plan, when in violation of applicable codes and laws.

**Permit to Operate**

- J. Prior to the completion of the construction of the monitoring wells, submit an application for a Permit to Operate. The responsible party for operation or maintenance of the well and responsibility for annual permit fees must sign the application.
- K. The Tax Collector will be notified. The Tax Collector will bill the property owner/operator or other responsible party for the prorated amount of the annual license fee of **\$63** per well according to the San Francisco Health and Municipal Codes. Please pay the Tax Collector within 5 working days. Once the permit fee has been paid the **Permit to Operate** the well will be issued.
- L. The fee will be billed annually until the well is abandoned. Contact this Section prior to abandonment of the well to obtain the required Permit to Abandon Well.



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## **FEES FOR MONITORING WELLS**

In order to obtain approval for the installation/destruction of a well or soil boring, the following fee must be paid prior to any inspections or investigation.

### **FEES REQUIRED FOR A NON-LOP SITE:**

Application for Permit to **Construct/Destruct** a monitoring well, soil boring, dewatering well, water & vapor extraction well, production well, hydro-punch, CPT, cathodic production well.  
(\$315 application fee + \$800 deposit refund fee)

### **FEE**

\$1,115.00

### **FEES REQUIRED FOR AN LOP SITES:**

Work at a site under the Local Oversight Program (LOP).  
This is a non-refundable fee for sites that have leaking underground storage tanks.  
(\$315 application fee + \$285 LOP site fee)

\$ 600.00

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### **HOURLY RATES:**

Standard Rate

\$ 190/hour

Overtime charges (after normal business hours, weekend and late  
Night minimum is 4 hours)

\$ 285/hour

(\$315 application fee + \$332.50 admin costs + \$1,140 minimum cost)

### **ANNUAL FEE:**

Well Permit

\$ 63/well