



Application for Monitoring Well
Construction/Destruction or Soil Borings

Application Date: Start Date: Completion Date:

Job Address/Location:

To be completed by Owner, Consultant or Driller

Table with 3 columns: Property Owner, Well Owner (If Different), Consultant/Engineer & Geologist Name. Rows include Address, City, State, Zip, Telephone Number, and 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 or 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 of this permit, the San Francisco Health Code and, if applicable, the Hazardous Materials Permit and Discloser Ordinance of the City/County. It is my responsibility as the responsible party to notify the Department of any changes in the purpose of the well that 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/Drilling Company

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

\_\_\_\_\_  
Signature of Responsible Professional  
(Wet signature; **No** substitution of Signature will be accepted)

\_\_\_\_\_  
Date

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

**Email to whom the approved Application should be sent:** \_\_\_\_\_

Based on information on the application and attachment(s) hereto (if any) and subject to approval noted below, permission is hereby granted to commence 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.

For Department of Public Health Office Use Only	
Project Number: _____	Issue Date: _____
Number of Wells: _____	Number of Soil Borings: _____
This project to construct/destroy is <b>approved</b> <input type="checkbox"/>	
This project to construct/destroy is <b>disapproved</b> <input type="checkbox"/>	
_____ Inspector	



## Procedures for Obtaining a Permit to Construct/Destroy a Well or Soil Boring and for Obtaining a Permit to Operate a Well

### Permit to Construct/Destroy a Well or Soil Boring

1. Complete an application for a Permit to Construct/Destroy a well or soil boring.
2. A one-time non-refundable filing fee (see current [Fee Schedule](#)) per site and other fees must be submitted with the application.
  - a. Make the check payable to "San Francisco Department of Public Health"
3. In addition to application fees required, please submit the deposit fee amount according to the fee schedule for the type of proposed drilling.
4. For **monitoring** wells submit all applications, fee and deposits to:  
Environmental Health Section  
Monitoring Wells Program  
1390 Market Street, Suite 210  
San Francisco, CA 94102  
For **production** wells submit all applications, fees and deposits to:  
Environmental Health Section  
Production Wells Program  
1390 Market Street, Suite 210  
San Francisco, CA 94102
5. 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.
6. Contact the Monitoring Well Section at 415-252-3800. Drillers may not commence work until the application has been approved.
  - a. At least 10 days in advance of drilling
  - b. Advance 48 hour notice is required for inspection of the annular seal
  - c. Minimum advanced notice of 24 hours must be provided prior to well development and water sampling
7. 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.
8. 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.
9. 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

1. 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.
2. 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 (see current [Fee](#)

[Schedule](#)) per well according to the San Francisco Health and Municipal Codes. Please pay the Tax Collector within five working days. Once the permit fee has been paid the **Permit to Operate** the well will be issued.

3. 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.

### **Fees for Monitoring Wells**

See the current SFDPH [Fee Schedule](#) for the most up-to-date fees needed to obtain approval for the installation/destruction of a well or soil boring, which must be paid prior to any inspections or investigation.