



---

**Well Construction, Well Destruction, Test and Exploratory Hole  
Permit Application Submission Process:**

**Instructions:**

Please complete the attached document and provide the information requested.

**Submission and Payment:**

**Appointments** – Main office regular business hours are Monday to Friday between 8:00 a.m. - 4:30 p.m.

1. Use the following link <https://kiosk.na6.qless.com/kiosk/app/home/125> and follow the instructions to schedule an appointment before arriving to our main office (address below).
2. Enter your name (first, last) and cell phone number (only one number per user). You will receive text messages about your appointment. Skip the window labeled “*Additional Information.*” Select “*Wells Appointment Only*”, then select “*Submit application and documents*” and choose the date and time. When you have finished submitting the application package to the front desk personnel, staff will place you into the queue to pay for the submission.
3. The well permit application and required documents will be reviewed within 10 business days. Ensure to provide a valid email address to receive the approved well permit applications. If no email address is provided, the approved well permit application will be mailed to the well owners or consultants.

**Walk-In** – Main office regular business hours are Monday to Friday between 8:00 a.m. - 4:30 p.m.

1. Please bring the well permit application, required documents, and payment method to our main office. You will have to make an appointment on the QLess system at the lobby or front desk using our QR code. Follow the instructions as shown above in **Appointments** to make appointments on the QLess system.
2. Acceptable payment methods in-person: cash, credit cards, money orders and checks.
3. The well permit application and required documents will be reviewed within 10 business days. Ensure to provide valid email addresses to receive the approved well permit application. The approved well permit application will be mailed to the well owners or consultants if no email addresses are provided.

**Email** – The well permit application and required documents may be submitted to [EHOCWells@ochca.com](mailto:EHOCWells@ochca.com) for review and approval. The well permit application, required documents, and payment are still required to be submitted either in-person or via mail. Follow the in-person instructions to submit application, documents, and payment.

**Mail** – Completed and signed applications, supporting documents, and corresponding fees shall be mailed or delivered to:

Orange County Environmental Health  
Attn.: Water Quality, Wells Section  
PO Box 25400  
Santa Ana, CA 92799

Make checks or money orders payable to: **COUNTY OF ORANGE**

### **Permitting Exemptions:**

1. Hand-augered work.
2. Vadose zone monitoring systems regulated by the administrative authority for enforcement of the Underground Storage Tank Laws and Regulations.
3. Wells used for the purpose of dewatering excavations during construction, or stabilizing hillsides or earth embankments.
4. Soil borings which meet **all** of the following conditions:
  - a) less than 50 feet in depth;
  - b) do not enter into groundwater;
  - c) do not penetrate significant confining material beds;
  - d) will be backfilled within 24 hours of completion (i.e., nothing will be left in place after 48 hours).
5. Oil and gas wells, or other wells, constructed under the jurisdiction of the State Department of Conservation, except those wells converted to use as water wells.
6. The EPA exempts permitting requirements for well construction and destruction activities conducted within Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites, commonly known as Superfund.
7. Inclinometers for dams overseen by the Division of Safety of Dams.
8. Other wells whose regulation is not necessary, as determined by the County of Orange's Well Standards Advisory Board (WSAB).

### **Please note:**

- For projects located within the cities of Anaheim, Buena Park, Fountain Valley, Orange, and San Clemente, please contact the respective cities' well permitting desks. For the projects located in the unincorporated areas of these cities, continue with this form.
- For projects located within the City of Fullerton, the application must be reviewed and signed by the City of Fullerton's Public Works Department prior to submittal to this Agency.
- Nested wells at or near remediation sites shall be approved by the overseeing regulatory agencies (e.g., Local Oversight Program, Department of Toxic Substances Control, Regional Water Board, etc.) prior to submitting the application to this Agency.
- Well destructions at remediation sites require prior approval for their removal by the overseeing regulator prior to submitting the application to this Agency.
- Well/Exploratory Boring Permits are nontransferable and expire one year from the date of approval.
- An applicant shall be assessed a late charge if a well permit is not obtained prior to the date construction commences. Late charges shall be equal to twenty-five percent (25%) of the applicable fee, rounded to the whole dollar.
- Fifty percent (50%) of the fee shall be returned to the applicant should the permit be denied or if the permit is canceled within sixty (60) days after issuance and no work has been done.
- Notify this Agency of any changes to the work plan at least 48 hours prior to start via email at [EHOCWells@ochca.com](mailto:EHOCWells@ochca.com).
- Please refer to the fee schedule for water quality programs on our website for the latest fees. <https://www.ochealthinfo.com/about-hca/public-health-services/environmental-health-services/resources/fees-services>.
- Please refer to the Bulletin for the Destruction of Monitoring Wells and Soil Borings on our website for a list of approved sealing materials for well constructions and destructions, and the backfilling borings.
- *Incomplete applications will not be accepted.*

# APPLICATION FOR WELL/EXPLORATORY BORING PERMIT

ORANGE COUNTY HEALTH CARE AGENCY  
ENVIRONMENTAL HEALTH DIVISION

OFFICE: 1241 E. DYER ROAD, SUITE  
120 SANTA ANA, CA 92705-5611

[EHOCWELLS@OCHCA.COM](mailto:EHOCWELLS@OCHCA.COM)  
714-433-6000

WELL PERMIT NO.

For multiple cities, addresses, or locations, complete a separate permit application.		<b>PROPOSED START DATE</b>
CITY _____		WELL LOCATION / STREET INTERSECTION _____
LATITUDE (DECIMAL) _____	LONGITUDE (DECIMAL) _____	OVERSIGHT AGENCY (if applicable) _____
EMAIL PERMIT TO: _____	<input type="checkbox"/> Consultant	<input type="checkbox"/> Driller <input type="checkbox"/> Well Owner
<b>SERVICE</b>	<input checked="" type="checkbox"/> <b>Construction</b>	<input type="checkbox"/> <b>Destruction</b> (Fee is per well)
<b>WATER WELLS</b> (complete one permit application for per water well) <input type="checkbox"/> Public Domestic/Municipal <input type="checkbox"/> Private Domestic & No. of connections _____ <input type="checkbox"/> Irrigation		
<input type="checkbox"/> <b>CATHODIC WELL</b> (complete one permit application for per cathodic well)		
<b>NON-PRODUCTION WELLS</b> (fee is the same as monitoring well construction) Total No. of Wells _____ <input type="checkbox"/> Monitoring _____ <input type="checkbox"/> Air Sparge _____ <input type="checkbox"/> Soil Vapor Extraction _____ <input type="checkbox"/> Electrical Grounding Well _____ <input type="checkbox"/> Water Extraction _____ <input type="checkbox"/> Inclinometer _____ <input type="checkbox"/> Injection/Recharge _____ <input type="checkbox"/> Geothermal Heat Exchange _____ <input type="checkbox"/> Piezometer _____ <input type="checkbox"/> Horizontal _____ <input type="checkbox"/> Soil Vapor Probes (non-Direct Push) _____ <input type="checkbox"/> Other _____		
<b>EXPLORATORY BORINGS</b> (complete separate permits for probe survey and soil boring. Also complete the WELL & EXPLORATORY BORING DESTRUCTION section on the next page.) <input type="checkbox"/> Probe Survey (CPT or Direct Push Only) _____ (flat fee) <input type="checkbox"/> Soil Boring (hollow stem auger, mud rotary, sonic, or bucket auger, etc...) _____ <input type="checkbox"/> Probe Survey Soil Vapor Probes (Direct Push) _____ (flat fee) (Fee for soil borings is same as Monitoring Well)		
<b>FOR ACCOUNTING USE ONLY</b>  HSO NO _____ PAYMENT METHOD _____ DATE _____ AMOUNT _____ INTL _____	<b>DISPOSITION OF PERMIT (FOR OFFICE USE ONLY)</b>  <input type="checkbox"/> APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS: NOTIFY THIS AGENCY AT LEAST 48 HOURS: <input type="checkbox"/> PRIOR TO ANY CHANGES OF THE WORK PLAN. <input type="checkbox"/> PRIOR TO SEALING THE ANNULAR SPACE. <input type="checkbox"/> PRIOR TO FILLING OF CONDUCTOR CASING. <input type="checkbox"/> SUBMIT TO THIS AGENCY, WITHIN 30 DAYS OF COMPLETION OF WORK, A COPY OF THE WELL COMPLETION REPORT(S) AND/OR DRILLING LOG(S). PLEASE REFERENCE PERMIT NO. <input type="checkbox"/> SECURE ALL WELLS TO PREVENT TAMPERING. <input type="checkbox"/> NOTIFY WHEN ALL WORK IS COMPLETED AND INCLUDE THE DEPTH TO FIRST ENCOUNTERED WATER, PHOTO DOCUMENTATION, AND/OR COPIES OF CEMENT TICKETS/CALCULATIONS. <input type="checkbox"/> WORK COMPLETED PRIOR TO SUBMITTING PERMIT APPLICATION TO THIS AGENCY <input type="checkbox"/> OTHER _____	
<b>APPROVAL BY OTHER AGENCIES</b>  JURISDICTION _____  REMARKS _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	PERMIT ISSUED BY _____ DATE _____  PRINT NAME _____ PHONE NUMBER _____	
<b>FOR OFFICE USE ONLY</b> <b>NO PERMIT IS DEEMED COMPLETED UNTIL THE FOLLOWING ARE MARKED AND SIGNED OFF:</b> <input type="checkbox"/> NOTIFICATION OF COMPLETION RECEIVED <input type="checkbox"/> FINAL INSPECTION <input type="checkbox"/> ALL REQUIRED DOCUMENTS RECEIVED  PRINT NAME _____ PHONE NUMBER _____		

**WHEN SIGNED BY AN ORANGE COUNTY HEALTH CARE AGENCY REPRESENTATIVE, THIS APPLICATION IS A VALID PERMIT.**  
(R01/22)

I hereby agree to comply with all applicable requirements of the Health Care Agency and with all ordinances and laws of the County of Orange and of the State of California pertaining to well construction, reconstruction and destruction, including the requirements to maintain the integrity of all significant confining zones. A violation of the California Well Standards and the local Well Ordinances may constitute a misdemeanor (County Well Ordinance Sec. 4-5-31).

<b>WELL OWNER</b>								
WELL OWNER'S NAME	EMAIL ADDRESS							
WELL OWNER'S ADDRESS / CITY / STATE/ ZIP CODE		TELEPHONE NUMBER						
WELL OWNER'S SIGNATURE		DATE						
<b>CONSULTING FIRM</b>								
NAME OF CONSULTING FIRM	BUSINESS ADDRESS/CITY/STATE/ZIP CODE	PROFESSIONAL LICENSE NUMBER						
CONSULTANT'S SIGNATURE	DATE	EMAIL ADDRESS						
<b>DRILLING CONTRACTOR</b>								
NAME OF DRILLER	EMAIL ADDRESS	C-57 LICENSE NUMBER						
DRILLER'S SIGNATURE		DATE						
<b>REQUIRED DOCUMENTS</b>								
<b>WATER &amp; STORMWATER DRY INJECTION WELL CONSTRUCTION</b>								
<input type="checkbox"/> An approval from the Division of Drinking Water (DDW) for public or municipal water wells.								
<input type="checkbox"/> A cross-section well diagram detailing total depth, borehole diameter, depth and thickness of the sanitary seal(s), type(s) of casing(s), and length(s) of screen(s) / slotting. A top view is required for nested wells that demonstrate the radial thickness separation.								
<input type="checkbox"/> Indicate the number of water aquifers the well will be screened through.								
<input type="checkbox"/> A site map using a 250-foot radius from the proposed water well location that includes locations and distances to: <ul style="list-style-type: none"> <li>• All existing, active, inactive, and/or abandoned water wells.</li> <li>• All existing, abandoned, and/or proposed sewer lines, recycled water lines, and storm drain lines.</li> <li>• All active and/or abandoned leach fields, cesspits, and septic tanks.</li> <li>• All animal enclosures (e.g., stables, coops, kennels, etc.).</li> <li>• All water courses and/or bodies of water, including, but not limited to: rivers, creeks, ponds, retention ponds, and/or swimming pools.</li> <li>• All other underground storage tanks and open (regulated) remediation sites.</li> <li>• All nearby structures (e.g., commercial and residential buildings, houses, storage sheds) sanitary hazards and their locations.</li> </ul>								
<b>NON-PRODUCTION WELL CONSTRUCTION</b>								
<input type="checkbox"/> Written work plan. For regulated sites, an approved work plan by the overseeing regulatory agency must be included for the installation of any type of nested well.								
<input type="checkbox"/> Site map(s) showing the locations of the proposed wells (no topographical maps).								
<input type="checkbox"/> A cross-section well diagram detailing total depth, borehole diameter, depth and thickness of the sanitary seal(s), type(s) of casing(s), and length(s) of screen(s) / slotting. A top view is required for nested wells that demonstrates a 2-inch radial thickness separation between casings and casing and wall of the borehole.								
<b>WELL &amp; EXPLORATORY BORING DESTRUCTION</b>								
<input type="checkbox"/> Written work plan. For regulated sites, an approval of the work plan by the overseeing regulatory agency must be included.								
<input type="checkbox"/> Site map(s) showing the locations of the wells to be destroyed (no topographical maps).								
<input type="checkbox"/> Type and amount of sealant (show calculations for water wells): <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 33%;">Total depth _____ feet</td> <td style="width: 33%;">Borehole diameter _____ inches</td> <td style="width: 33%;">Sealing material _____</td> </tr> </table>			Total depth _____ feet	Borehole diameter _____ inches	Sealing material _____			
Total depth _____ feet	Borehole diameter _____ inches	Sealing material _____						
<input type="checkbox"/> Method of destruction: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Pressure grout / removal of top 5 feet casing / removal of well boxes</td> <td style="width: 33%;"><input type="checkbox"/> Overdrill</td> <td style="width: 33%;"><input type="checkbox"/> Excavation</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other</td> </tr> </table>			<input type="checkbox"/> Pressure grout / removal of top 5 feet casing / removal of well boxes	<input type="checkbox"/> Overdrill	<input type="checkbox"/> Excavation	<input type="checkbox"/> Other		
<input type="checkbox"/> Pressure grout / removal of top 5 feet casing / removal of well boxes	<input type="checkbox"/> Overdrill	<input type="checkbox"/> Excavation						
<input type="checkbox"/> Other								