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Guidance for Well Permit Procedures

NEW WELL INSTALLATION OR WELL REPLACEMENT/REPAIR

This is an outline of the steps involved in drilling a new well or drilling a replacement well in Marshall County Indiana.

1. **APPLICATION-** Submit a well application online at <https://permits.schneidercorp.com/> or submit a well application in-person at the office. The well application/permit fee is \$150.00 for a new well or \$100.00 for a well replacement/repair. The fee is non-refundable and covers the well water testing fees.
2. **WELL SCHEMATIC-** A detailed proposed well schematic must be submitted to Marshall County Health Department for review. The design must contain all specifications stated on the design submittal (well placement schematic/proposed maintenance) cover page. Any plans not clearly detailing all aspects of the design submittal (well placement schematic/proposed maintenance) cover page will be returned to the designer for revisions. No schematic will be approved if it does not contain every aspect of the requirements.
3. **SCHEMATIC APPROVAL-** Prior to the design submittal (well placement schematic/proposed maintenance) being approved, the on-site sewage system must be located. This may be accomplished through past septic permit records OR the use of an on-site sewage system inspector.
4. **WELL PERMIT-** If all requirements of the permitting process are met, then a well permit will be issued. If at any time there are changes to the approved well placement schematic, Marshall County Health Department must issue a letter of approval in writing. The well permit is good for two years.
5. **WELL TESTING-** Before the well is to be used for human consumption, the well driller must notify the Health Department that the well is installed. The Health Department will schedule an appointment to collect water samples for bacteria, arsenic, and nitrates/nitrites. The water samples will be sent to HML Laboratories and results will be submitted to the homeowner and Marshall County Health Department.