

# Water Well Permit Process

Dear Homeowner/Contractor:

The table below outlines the sequence of events needed to comply with the Reno County Sanitation Code permitting process

Step	Applicant (Homeowner or Contractor)	Health Department
1	Completes permit application form and submits permit fee of \$175; \$50 trip charge applied on 3rd visit and each visit thereafter.  List link for payment options and application: <a href="https://www.renogov.org/762/Payments-for-E">https://www.renogov.org/762/Payments-for-E</a> <a href="https://www.renogov.org/659/Water-Wells">https://www.renogov.org/659/Water-Wells</a>	Once submitted, staff will respond with a proposed date and time for a site evaluation appointment.
2	Homeowner/Contractor on site evaluation indicate well location, and complete construction plan.	Staff conduct site evaluation of the proposed well site and seek owner approval. Verbalize site limitations and results to contractor and owner. If owner approves, permit packet will be emailed/mailed to homeowner/contractor. If owner is not at site, site evaluation packet will be sent.
3	Homeowner/Contractor receive well permit packet and then drill water well.	
4	Contacts the Health Department to schedule final inspection of construction.	Conducts and completes final inspection. Email/mail copy of final packet to owner.

Please contact the Reno County Environmental Health Staff at 620-694-2900 as needed. Or email Environmental Health Staff at [eh@renogov.org](mailto:eh@renogov.org)

Reno County Staff are able to evaluate each site for minimal code compliance; staff are not able to select, or provider personal input, on wastewater systems, wells, mortgage inspections, or other Environmental Health issues.