



## Water Well Permit Process

Dear Homeowner:

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	
2	Pays permit fee of \$175; \$50 trip charge applied on 3rd visit & each visit thereafter	
3	Has area flagged for possible location	
4		Conducts site evaluation
5		Fills out inspection form
6		Mails inspection form to applicant
7	Completes construction plan	
8		Obtains construction plan
9		Reviews all worksheets
10		Informs applicant & contractor of any needed changes
11		Issues Permit
12		Permit mailed to applicant and contractor informed
13	Receives approved permit	
14	Begins construction process with contractor	
15		Checks on progress either by phone or site visit with owner
16	Contacts the Health Department to schedule final inspection on construction	
17		Conducts final inspection
18		Completes final inspection form and mails copy to owner along with educational materials

Please contact the Reno County Environmental Health Staff @ 620-694-2900 as needed.

Darcy Basye, B.S., R.S.  
Environmental Health Coordinator

Derek Norrick, M.S.  
Environmental Health Specialist



Issued According To Construction Plan

Permit 20 - RP

- Permit Type: Private, Semi-Public, Waiver, New Construction, Replacement, Repair, Wastewater, Well, Floodplain

- Wastewater Type: New Tank, Septic System, Enhanced Treatment, Lagoon, Existing Tank, Privy, Lateral, Gravel Bed, Holding Tank, Mound, Experimental, Maintenance, See attached letter

Semi Public Permit Holders: Please submit Annual Inspection Reports to Reno County Health Department EH Staff by expiration date to avoid any lapse of Annual Permit.

Permit Holder \_\_\_\_\_

Permit Address \_\_\_\_\_ SAMPLE PERMIT \_\_\_\_\_ City State Zip

System Location \_\_\_\_\_

CONSTRUCTION IS NOT TO BEGIN WITHOUT A PERMIT ISSUED

Issued By \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Owner Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Contact the Reno County Health Department Environmental Health Staff to schedule an inspection

Do not cover any Wastewater Systems without an inspection All Water Wells require an inspection upon completion

This permit authorizes the construction or re-construction of either an on-site Water Well or on-site Wastewater System conforming to the requirements of the Reno County Sanitation Code and the construction plan approved for the site referenced above.

It is the homeowner's responsibility to assure future compliance with the Reno County Sanitation Code