

## Well Permit Application Requirements

Listed below are the minimum application requirements to obtain a permit to drill, deepen or abandon a domestic or monitoring well in Washoe County as per the Washoe County District Board of Health Regulations Governing Well Construction. If the required items are not included, it may require a plan revision and re-submittal. If you have questions regarding these requirements, please contact Environmental Health Services at 328-2434. Please note that the standard turnaround time for an initial plan review is 10 business days.

1. **APPLICATION** – Well Construction Permit Applications must be submitted via our online permitting portal [OneNV.us](http://OneNV.us). A plot plan is required when submitting your application and the following information may also be included with the permit application:
  - A. State issued Notice of Intent (NOI) approval (required prior to permit approval).
  - B. Any state issued waivers (required if community water is within one mile of parcel);
  - C. Well logs (for deepening or re-developments only); and
  - D. When applicable, State of Nevada Department of Water Resources approval regarding water rights.
  
2. **PLOT PLANS** – A clearly legible plot plan drawn to scale is required to be uploaded during the online application process. The scale for properties less than 10 acres shall be in the range of 1 inch = 10 feet to 1 inch = 40 feet. The scale for properties larger than 10 acres shall be in the range of 1 inch = 50 feet to 1 inch = 100 feet. The following information must be included on the plot plan:

**For new well construction, deepening and/or replacement:**

- a. The Assessor's parcel number of the subject property.
- b. The name, address and current daytime phone number of the parcel owner.
- c. A north arrow.
- d. Vicinity map.
- e. The parcel dimensions and total parcel area in square feet.
- f. The location of roadways, easements, potential sources of contamination, areas subject to vehicular traffic, material storage, or large animal habitation.
- g. The location of any well, on-site sewage disposal system, community sewage collection or disposal system within 100 feet of the subject property if the permit is for a domestic well or 200 feet of the subject property for a public water well. The locations shall be shown with dimensions to the two closest property lines. If none, so indicate.
- h. The location of all existing or proposed on-site sewage disposal system components, including a delineated area for future replacement of disposal trench(es). The location shall be shown with dimensions to the two closest property lines.
- i. The name and location of any available public water system. If none, so indicate.
- j. The location of existing or proposed water supply lines from the well to the place(s) of use.
- k. A diagram of all existing or proposed structures on the property.
- l. A diagram of all existing or proposed drainage improvements.
- m. The location and description of any watercourse and/or drainage channel within 100 feet of the property. If none, so indicate.
- n. The location of the well (and the well to be abandoned for replacements) shall be shown with dimensions to the two closest property lines.
- o. The boundaries of the 100-year flood plain within 100 feet of the property. If none, so indicate.
- p. Indicate in writing if any surface water, rivers, lakes, perennial streams, unlined reservoirs or unlined canals are within ¼ mile of the well location. If none, so indicate.

**For well abandonments:**

- a. The Assessor's parcel number of the subject property.
- b. The name, address and current daytime phone number of the parcel owner.
- c. A North arrow.
- d. Vicinity map.
- e. The parcel dimensions and total parcel area in square feet.
- f. A diagram of all existing or proposed structures on the property.
- g. The location of the well to be abandoned shall be shown with dimensions to the two closest property lines.