Public Health
Seattle & King County

How to Apply for a New Individual/Private Well in the Public Health Permit Center

This application is to be used when a lot does not have a previously approved water source and connection to a Group A or Group B public water system is not possible. Please see Appendix A for more information on who may apply to drill am individual/private well. For a full overview of the new individual/private well application approval process, see Appendix B.

These applications are only accepted if they are completed and submitted by a septic system designer or professional engineer.

Before You Begin

Make sure that the lot does not have a previously approved water source and connecting to a Group A or Group B public water system is not possible.

Prior to uploading documents, you can save your application as a draft to easily come back and finish it later. The documents will be lost if you close the application after uploading them. We recommend waiting to upload documents until you are ready to submit the application.

- **Find Draft Applications:** If you saved your work, log back into PHPC > click your name (top right) > select **Saved Work**.

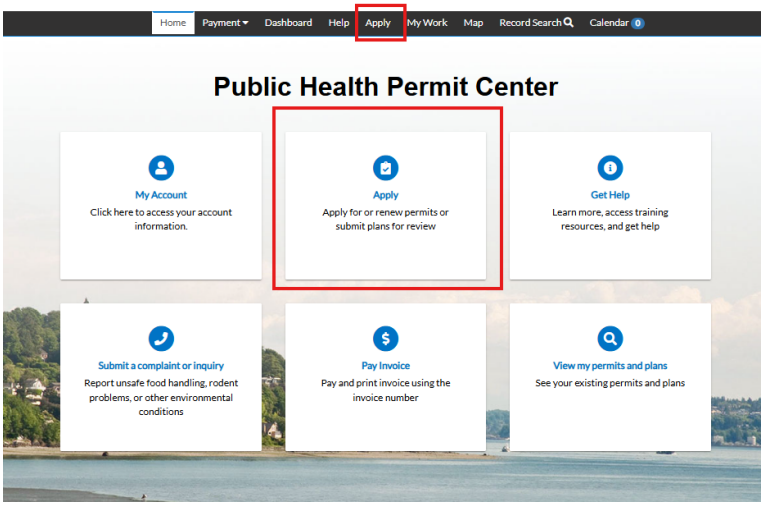
Commonly required documents include (for a full overview of documentation that may be required, see Appendix C):

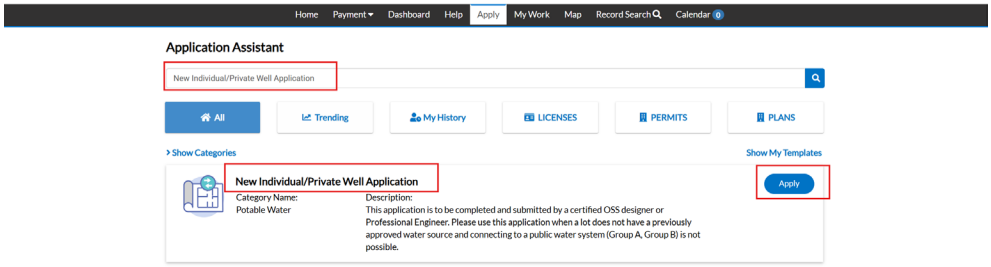
- Critical Areas Designation Letter
- Draft Declaration of Well Covenant
- Scaled Site Plan
- Certificate of Water Availability (if property is in water service are of a water utility)

How to Apply

Note: To apply, you first need to be logged into the Public Health Permit Center. For detailed instructions on registering for an account, see How to Use the Public Health Permit Center.

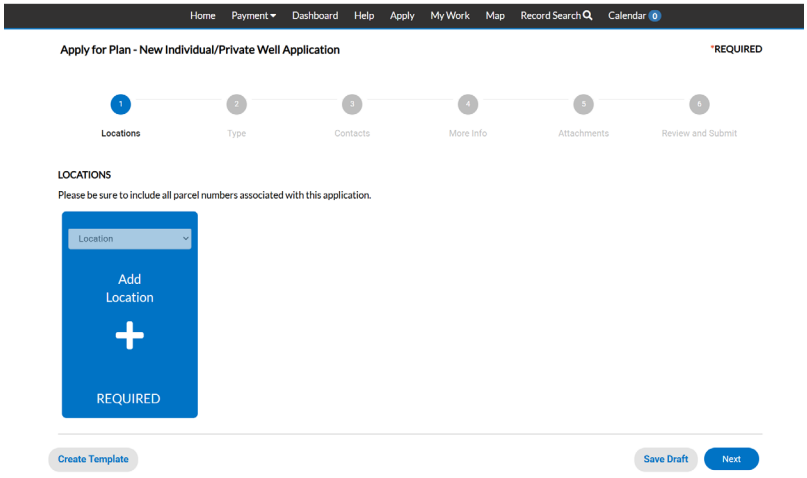
1. **Apply for the New Individual/Private Well Application**
   Search for the “New Individual/Private Well Application”, and click “apply”

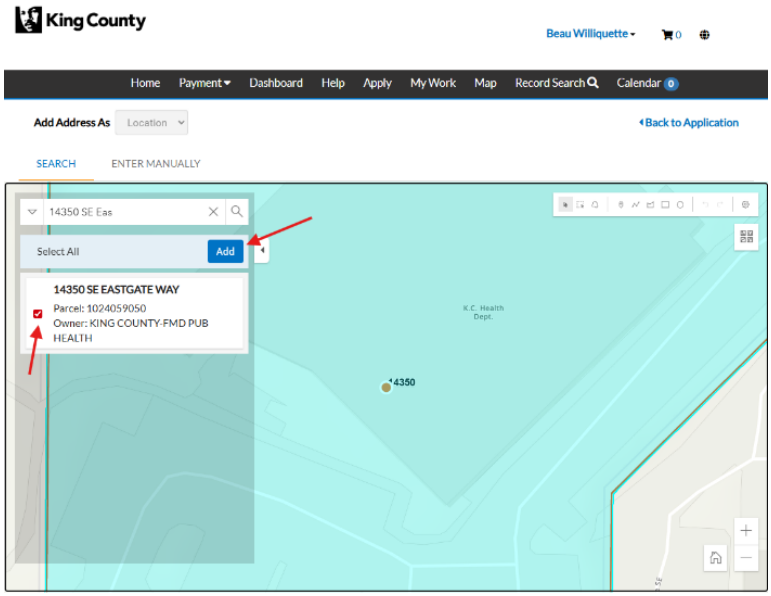




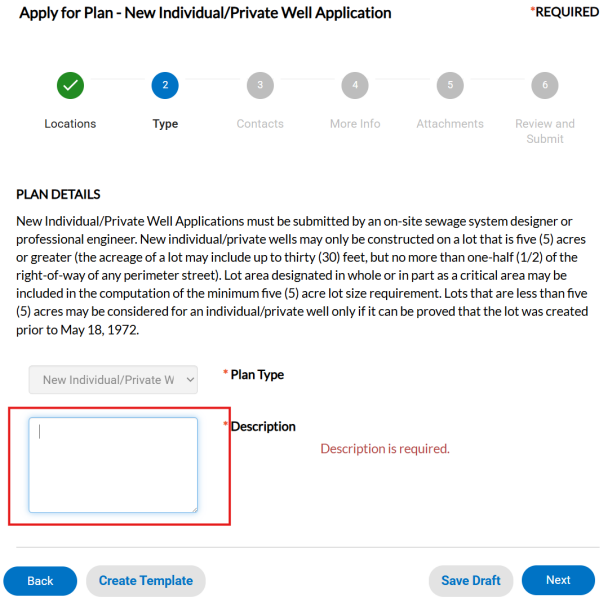
2. Add your property location.

Click the **+** sign, search by address or parcel number, check the box, then click **Add**.

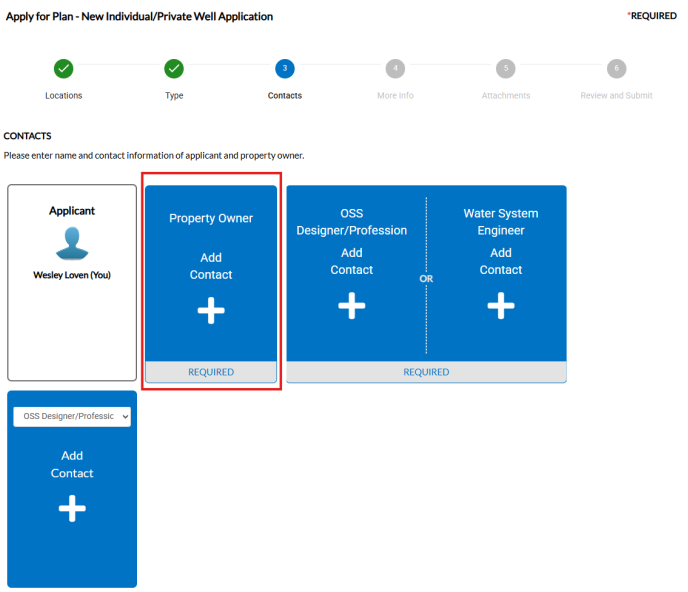




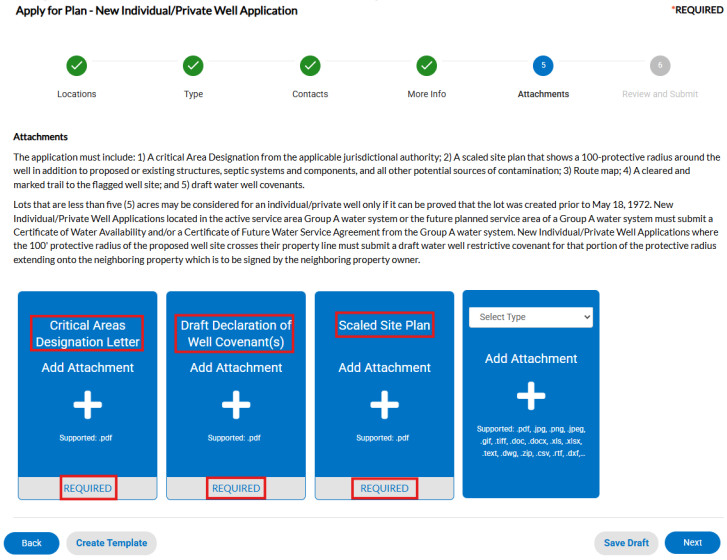
3. **Provide project description.**
   Provide description of the proposed project, including how the lot meets minimum lot size requirements to drill an individual/private well, and if there are any conditions for accessing the lot.



4. **Add contacts.**
   You will automatically be listed as the applicant. Add the property owner and any other contacts as needed. The application must be completed by a septic system designer or professional engineer.



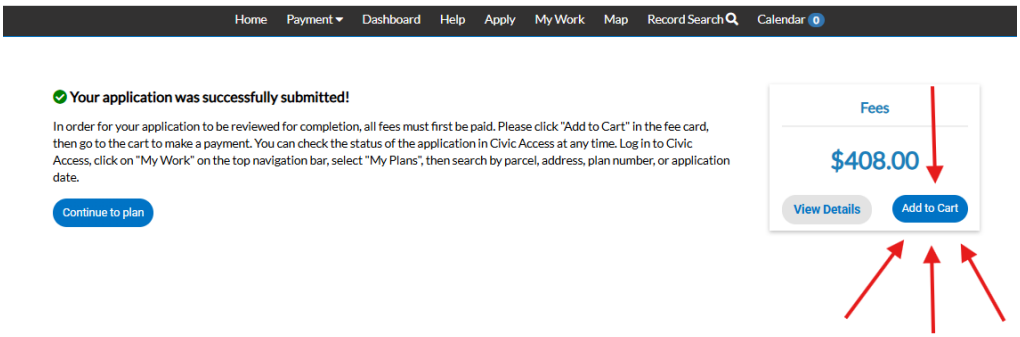
5. **Upload required documents.**
   Attach all required documents. You may add additional documents if helpful.



6. **Review and submit.**
   Double-check your information. Click **Submit** when ready.

A confirmation screen will appear showing the applicable fees. **Note: Your application will NOT BE REVIEWED until you pay the associated fees.** To pay immediately, click **Add to Cart.** To pay later, click on **Continue to Plan** to be directed to the Application Summary Page, and note the Plan Number at the top of the screen for reference (i.e. OSS-BLDG...)

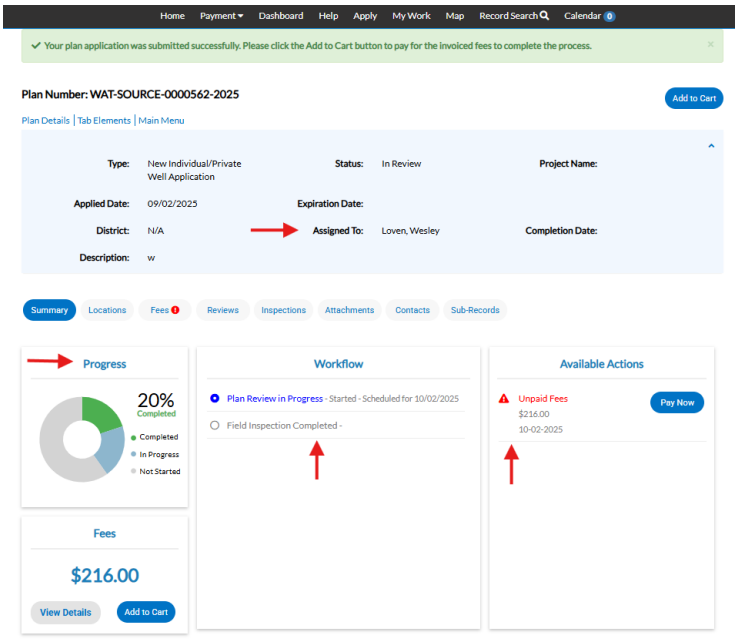
- To pay later, log into PHPC and:
  - Go to **My Work** > **My Invoices** to pay, or
  - Go to **My Work** > **My Plans** > select the Plan Number for this project.



Your application will not be reviewed until fees are paid.

Tracking Your Application Progress

- From the application summary screen, you can:
  - See required actions, resubmittals, or reinspections
  - Upload additional documents under the **Attachments** tab
  - Add additional contacts under the **Contacts** tab
  - View related inspections and sub-records
  - Find your assigned inspector and review status



Tips & Reminders

- Fees must be paid before review begins.
- Make sure your uploaded documents are clear and complete.
- If an inspector requests additional information, upload it under **Attachments** in your application summary.
- Save your Plan Number (WAT-SOURCE...) for reference.

Appendix A: Who Can Apply for an Individual Private Well?

Lots meeting the following conditions may apply to Public Health to drill a new individual/private well:

- **Lots that are not currently connected to or able to connect to a Group A or Group B public water system**
- **Lots that are currently or will be served by a septic system**
- **Lots that are 5 acres in size or greater**
- **If the lot is less than 5 aces, only lots created *before* May 18. 1972 can drill an individual/private well (with proof of lot creation date)**

Important Note: Jurisdictional building permitting authorities are ultimately the ones to determine if a private well may be used to support land development. Property owners should always confirm with them before applying to drill a private well.

- **In unincorporated King County** – follow the King County Department of Local Services' (DLS) Water Service Requirements Flow Chart
- **In incorporated area** – follow the municipality's building department water service requirements

If the proposed individual/private well is in the service area of a Group A public water system, a Certificate of Water Availability is required from the utility. For Public Health to accept a private well application from a property locates inside the service area of a Group A, the Certificate of Water Availability or an accompanying letter must clearly indicate that water service is not available to the property, and they may drill an individual/private well.

Appendix B: New Individual/Private Well Application Start to Finish

The following is an overview of the New Individual/Private Well Application Process start to finish:

1. A licensed septic system designer or professional engineer completes and submits a New Individual/Private Well Application.
2. A King County OSS inspector reviews the application and performs a well site inspection.
3. If the proposed well site receives a preliminary well site approval from Public Health, the applicant may hire a licensed well driller to drill the well per Chapter 173-160 WAC: Minimum Standards for Construction and Maintenance of Wells

4. After drilling, the applicants must submit the following to complete the application:
    a. An Ecology Well Report
    b. A well pump test report showing adequate water supply
    c. Satisfactory water quality samples submitted to a certified laboratory by a water professional such as septic system designer, well driller, pump installer, or professional engineer specializing in water systems:
        i. Two coliform bacteria samples, bacteria absent . Samples must be collected within the last 12 months.
        ii. One nitrate sample < 10 mg/l or 10 ppm . Sample must be collected within last 3 years
        iii. One arsenic sample < .01 mg/l or 10 ppb
    d. A signed, notarized, and recorded private well covenant, which may also include a restrictive well covenant. Restrictive covenants are required when a portion of the well's 100' protective radius goes on to a neighboring property.

If the well application gets approval by Public King County Environmental Health, the new private well may be used to support a septic system as an approved water source. Again, BEFORE DRILLING THE WELL, be sure to check with the King County DLS or your city's building department to see if a private well can be used on your parcel to support residential development.

Appendix C: Documents You Might Need for New/Individual Private Well Applications

Documentation that may be required when submitting applications (Full Review):

- **A Critical Area Designation (CAD)** from the applicable jurisdictional authority
- **A scaled site plan** that shows a 100-protective radius around the well in addition to proposed or existing structures, septic systems and components, and all other potential sources of contamination
- **Route map** to the site, with a cleared and marked trail to the flagged well site
- **Draft Protective Covenants** establishing a 100' protective radius around the wellhead which prohibits potential sources of contamination according to DOH Title 13
    - **Restrictive Covenants** are required when a portion of the well's 100' protective radius extends on to a neighboring lot

- **A Certificate of Water Availability** from the Group A public water system if the property is located within the utility's water service area
    - **To be eligible for an individual private well, the Certificate of Water Availability and/or accompanying letter from the utility must clearly indicate that water service is not available to the property and they may drill an individual/private well.**
- **Proof of lot creation date** if the lot is less than 5 acres and created prior to May 18, 1972

Documentation that may be required once the well is drilled (Full Review):

- **An Ecology Well Report**
- **Documentation of a 2-hour pump test report, with drawdown and recovery data** indicating the well produces 5 gallons per minute or more
    - **If the well appears to be producing less than 5 gallons per minute after 2 hours, a 4-hour pump test is required, with proof demonstrating the well is capable of producing at least 400 gallons per day**
- **Satisfactory water quality samples** submitted to a certified laboratory **by a water professional** such as septic system designer, well driller, pump installer, or professional engineer specializing in water systems:
    - Two coliform bacteria samples, bacteria absent . Samples must be collected within last 12 months
    - One nitrate sample < 10 mg/l or 10 ppm . Sample must be collected within last 3 years
    - One arsenic sample < .01 mg/l or 10 ppb
        - Private wells found to have arsenic between 10 and 50 ppb must apply for an arsenic treatment waiver, submitted to Public Health by a professional engineer specializing in water treatment
- Signed, notarized, and recorded private well covenants, including a restrictive covenant signed by the owner of a neighboring lot which the 100'protective radius of the well extends on to

If the well application gets approval by Public King County Environmental Health, the new/replacement private well may be used to support a septic system as an approved water source.