



Henry & Stark County Health Department

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Public Health
Prevent. Promote. Protect.

Step-By-Step Procedure to Obtain a Permit to Construct, Modify a Water Well

Please be informed that:

- Your water well must be constructed by a State licensed and County Registered Water Well Driller, or you may do the work yourself provided the system is an owner occupied property.
- The Henry & Stark County Health Department must be notified 48 hours prior to commencement of the work for a comprehensive well inspection.

Step I: Submit permit application form. The following must be submitted before your application will be evaluated

- Complete the permit application provided by Henry & Stark County Health Department at www.henrystarkhealth.com
- Provide an accurate property location/description. (This shall include - Street or 911 address, subdivision and lot number, or full legal description and parcel number.) This information must be listed on or attached to your application. Full legal description and parcel number may be obtained from the County Assessor's Office, your tax bill or building permit.
- Provide plans or drawings to scale (1 inch = 40 feet) indicating lot size with dimensions showing the proposed location of the well to be constructed. This must be drawn on the application form. If more space is needed, submit sketch on an 8½ x 11 sheet of paper attached to the application. The following must be indicated on the plot plan:-
 - ✓ Distances to sewer line, septic tank, and drainfield.
 - ✓ Closed Looped Wells, within 200 feet.
 - ✓ The house or other building which the water well system will serve.
 - ✓ All roads, driveways, and parking areas in the vicinity of the water well.
 - ✓ All lakes, streams, major drainage ditches in the vicinity of the water well.
 - ✓ Trees, large obstructions (rocks, ravines, etc.), hills, steep inclines as well as level ground.
- Include with the application the fee of \$175.00 (\$100.00 Permit fee + \$75.00 Inspection Fee)

Step II: If conditions exist at a proposed installation site which make impractical or impossible compliance with the Water Well Licensing Act and Code, a variance may be requested by submitting to the Health Department a written proposal which is to be used in lieu of compliance with the Code. The variance request form can be found on our web site located at www.henrystarkhealth.com

Step III: You will receive a copy of your permit application with approval, disapproval, and any pertinent comments on the reverse side of the application. The permit is valid for twelve (12) months. The permit is not transferable, from one licensed contractor to another, unless the homeowner pays for the permit.

Step IV: Upon approval of the application, notify the Health Department at least 48 hours prior to commencement of work. The Health Department may perform an inspection during the construction of the water well.

Step V: Once the well is complete, it must be disinfected. This is the responsibility of the well contractor. Disinfection must also be done after the pump installation is completed. Sufficient chlorine should be introduced to give a dosage of 100 parts per million to the water in the well.

Step VI: After disinfection of the well, and thorough pumping to discharge all the disinfectant, a water sample will be taken by the Health Department and analyzed for Coliform Bacteria, E. coli, Nitrate and Nitrite.

Step VII: Well Construction reports and Pump Installation reports shall be submitted within thirty (30) days.

MINIMUM LATERAL DISTANCES

The proper construction or reconstruction of a water well is no guarantee that it cannot be polluted. In establishing the location of a well, it is important to give consideration to sources of possible contamination which exist on or adjacent to the premises where the well is to be located. Whenever possible, the well should be located on ground which is higher than sources of contamination. The following minimum lateral distances shall apply for the common sources of contamination listed:

SOURCES OF CONTAMINATION OR EXISTING WATER WELL	MINIMUM LATERAL DISTANCES FOR CLAY AND LOAM SOILS (FEET)	
	WATER WELL	CLOSED LOOP WELL
Cesspool	150	150
Closed Loop Well ¹	200	NA
Water Well ¹	NA	200
Water Well (when the owner of the closed loop well and a water well serving a private water supply is the same) ¹	75	75
Leaching Pit	100	100
Pit Privy	75	75
Subsurface Seepage System, Distribution Box, Sand Filter, Waste Stabilization Pond, Effluent Receiving Trench	75	75
Manure Pile	75	75
Septic Tank, Aerobic Treatment Plant, Surface Discharge Effluent Line, Treated Effluent Discharge Point	50	50
Barnyard or Animal Confinement Lot	50	50
Footing Drains (No connection to a sewer or sump handling sewage is allowed.)	10	10 ²
Pump House Floor Drain	2	2 ²
Pit, Crawl Space or Basement	5	5 ²
Lake, Pond or Stream	25	25 ³
Potential Primary Source, Potential Secondary Source, or Potential Route	200	200
Potential Primary Source, Potential Secondary Source, or Potential Route (where the owner of the source or route, and a water well serving a private water supply or closed loop well, is the same)	75	75
Abandoned Wells	200	200
Sewers (Storm, Sanitary or Combined) ⁴	50 ⁵	50 ⁵