

HOW TO OBTAIN A PERMIT TO “ALTER” AN EXISTING PRIVATE WATER SYSTEM IN ASHLAND COUNTY, OHIO

Any person who plans to ALTER an existing private water system or component thereof in Ashland County, Ohio must follow these steps:

1. Obtain a Private Water System Application/Permit form from the Ashland County-City Health Department:
110 Cottage Street
Ashland, Ohio 44805
Ph. (419) 289-0000
Mon. - Fri. 8:00 a.m. - 4:00 p.m.

The application/permit requires information relative to the alteration of your existing single family or non-single family dwelling/building water system, including a site plan drawn to an appropriate scale showing the property and other specific information that will exactly identify the location of the site. In addition, all plans submitted for the alteration of a non-single family dwelling/building shall include the information required by Rules 3701-28-03(E) and (F).

The completed application/permit with site plan for a single family dwelling/building must be returned to this department with a fee of \$75.00.

The completed application/permit with site plan and all other required information for a non-single family dwelling/building must be returned to the department with a fee of \$85.00.

2. Upon filing the application/permit a department sanitarian will determine whether the proposed alteration is in compliance with all applicable rules.

3.(A) If all rules are met, this department will validate the application/permit and issue you a completion form. The completion form must be given to the *contractor(s) performing the work. Within thirty (30) days after finishing the alteration of your private water system or components thereof, the completion form must be submitted by the contractor(s) to this department.

*(If in altering your private water system it becomes necessary for the contractor to drill the well deeper, the contractor must obtain a well log from the Ohio Department of Natural Resources. Within thirty (30) days after finishing said alteration, a copy of the well log must be submitted to the department by the contractor).

(SEE REVERSE SIDE)

(B) If any of the rules CAN NOT be met, you will be notified in writing within ten (10) days as to the reason(s) your application/permit was rejected. At that time you have thirty (30) days in which to appeal the decision to this department.

4. After the completion form (and well log, if applicable) is received by this department, a sanitarian will do a final inspection of the water system. A water sample for bacteriological testing will be collected after the system has been disinfected.

5. Upon the basis of the final site inspection, the water sample results, and all other data relative to your private water system, this department will either approve or disapprove your system. Whichever the case may be, you will be notified by the department. Should the system be disapproved, this department will list the reason(s) for disapproval. It will be the contractor(s) and/or property owner's responsibility to see the appropriate corrections are made.

In accordance with Rule 3701-28-03(M) O.A.C.:

“If the private water system has not been constructed, developed, installed or altered within one year from the date of validation, the permit shall automatically expire.”