

## **Builder's Steps to Successfully Completing the Well Inspection Process**

- 1.) Builder, owner or authorized agent submits completed application for a well and/or septic permit. This includes submittal of an acceptable site plan and payment of the permit fee (please refer to fee schedule).
- 2.) A Department of Environmental Services (DES) representative will evaluate the site for well and septic area suitability. If lot is suitable, permit is issued and Building permit can be issued. Permit will be mailed to customer. Unsuitable lots will prompt denial/appeal process.
- 3.) Builder / Applicant receives well and/or septic permit through the mail and forwards a copy to their chosen well contractor. Permits may also be faxed to well contractor, agent, or homeowner.
- 4.) Certified well contractor constructs well and contacts DES for well grout inspection.
- 5.) Certified pump installer of homeowner's choice (refer to Wakegov.com) installs pump. Installer or applicant then calls DES for a Well Head Inspection within 72 hours of completion. If the WH fails inspection then the installer is notified and a reinspection fee is assessed. It is the responsibility of the pump installer to call in the Well Head inspection.
- 6.) For wells in which the permit application was made on or after September 1, 2003, a Bacteriological, Inorganic, and Nitrate/Nitrite sample analysis must be obtained and meet water quality standards as described in "Regulations Governing Well Construction and Groundwater Protection in Wake County" before the Certificate of Occupancy (CO) is issued. Depending upon prior land usage additional samples will be scheduled as well if deemed necessary by the Wake County Division of Environmental Services. Samples will be obtained after chlorine has had appropriate contact time (24 hours) in well and all chlorine has been flushed from the well at the WH (24-48 hours). Special Notes: Be sure to run water off away from the septic system and at a rate appropriate to the well yield. Care must be taken when running off lower yield wells due to the possibility of damaging the pump.

- 7.) Samples will be collected generally within 3-5 business days of initial request if no chlorine residual is present. Bacterial samples require approximately 48-72 hours processing time. Inorganic and Nitrate/Nitrite samples require approximately 2 weeks processing time. Please call (919) 856-7446 or visit (GIMS) to access water samples results. The builder / applicant has the option to use a private, certified laboratory to collect, analyze and report results to DES.
- 8.) Well Head (WH) and Water Samples (WS) may be scheduled for inspection at the same time, however if the WH fails inspection the (WS) will not be obtained, and both inspections must be rescheduled as per previous direction. All applicable reinspection fees must be received before a reinspection will be scheduled.
- 9.) The builder/agent must provide power to the well so that the DES representative can collect water samples. If power to the well is not certain, please contact Environmental Services at 919-856-7400 and ask to speak with the appropriate DES representative so that an appointment can be scheduled to obtain water samples. If water samples cannot be collected due to lack of power, a reinspection fee will be assessed.
- 10.) If there is an existing well present on the lot, and the conditions of the permit require that the existing well be properly abandoned, then the new well permit is not complete until the existing well is properly abandoned, inspected, and all final documentation is received. Upon proper completion of the new well, and proper abandonment of the existing well the applicant may apply for a \$200.00 refund from the original permit fee.
- 10.) If there is an existing well that is proposed to serve new construction or relocation, the existing well must meet the same water quality standards as a new well.
- 12.) Call (919) 856-7400 to pay fees by credit card or mail checks made payable to Wake County Environmental Services to 336 Fayetteville St., PO Box 550, Raleigh NC 27602. Be sure to include permit # reference on check in the notes section.