

New Municipal Public Water Supply Well Checklist

All municipal public water supply wells must be installed according to Minnesota Statutes and Rules. A guideline for meeting these requirements is below. More details are available at the resources below or by contacting your MDH district engineer.

- [Community Public Water Supply Unit: Contacts and Districts \(PDF\)](#)

Prior to Well Construction

- ☐ Apply for an appropriation permit from the Minnesota Department of Natural Resources (MNDNR) for any water system that uses greater than 10,000 gallons per day or 1 million Gallons per year using the [MNDNR Permitting and Reporting System \(MPARS\)](#).
- ☐ Obtain Well Construction Preliminary Assessment from MNDNR.
- ☐ Have an approved [MNDNR Water Supply Plan](#) in place for systems serving a population greater than 1,000 people in Greater Minnesota and all cities in the seven-county metro area.
- ☐ Submit engineer-signed plans/specifications, [plan review fee sheet \(PDF\)](#), and associated fees for the well and any related components to MDH.
- ☐ Submit a completed [Preliminary Wellhead Protection Area Delineation \(PDF\)](#) to MDH. (Can be submitted with plans and specifications.)
- ☐ Submit documentation showing that the system owner either owns or legally controls all land within a 50 foot radius from the outside edge of the proposed well casing. (Can be submitted with plans and specifications.)
- ☐ Wait to be contacted by an MDH representative to conduct a site inspection of the proposed well location.
- ☐ Receive the written plan review approval letter for construction, which includes well site approval from MDH.
- ☐ Use a Minnesota licensed well contractor.
 - [Licensed Well and Boring Contractor Directory](#)

Well contractor will:

- Submit a well notification form and appropriate fee to MDH.
- Contact [MDH Well Management](#) at least 24 hours prior to the start of well construction to have a well inspector on-site for well drilling.

After the well is drilled

- ☐ Well contractor will:
 - Submit a completed Well & Boring Record to the well owner and to MDH.

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- Verify a unique well number tag is attached to the well casing.
- Sample the water for coliform bacteria, nitrate, and arsenic for analysis by an MDH certified lab and submit these results to MDH Well Management.
- ☐ Complete the MNDNR water appropriation permit application in MPARS, pay the \$150 permit application fee and receive permit approval prior to using water from the well.
- ☐ Contact the MDH District Engineer before placing the well on-line.
- ☐ Submit documentation for wellhead completion (i.e. pitless or well house) if not previously submitted to MDH for review. Documentation will include engineer-signed plans/specifications, plan review fee sheet, and associated fees.

Resources

- Community Public Water Supply Unit (PDF)
(<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf>)
- MNDNR Permitting and Reporting System (MPARS) (<http://dnr.state.mn.us/mpars/index.html>)
- MNDNR Water Supply Plans
(https://www.dnr.state.mn.us/waters/watermgmt_section/appropriations/eandc_plan.html)
- Plan Review Fee Sheet (PDF)
(<https://www.health.state.mn.us/communities/environment/water/docs/planreview/planreviewfeesheet.pdf>)
- Preliminary Wellhead Protection Area Delineation (PDF)
(<https://www.health.state.mn.us/communities/environment/water/docs/swp/whpareaguide.pdf>)
- Planner and Hydrologists Districts: Source Water Protection Unit (PDF)
(<https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf>)
- Licensed Well and Boring Contractor Directory
(<https://www.health.state.mn.us/communities/environment/water/wells/contactus.html>)
- Contacting the Well Management Section
(<https://www.health.state.mn.us/communities/environment/water/wells/contactus.html>)

Minnesota Department of Health
Drinking Water Protection
651-201-4700
www.health.state.mn.us

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To obtain this information in a different format, call 651-201-4700.