



Public Health
Prevent. Promote. Protect.

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE Rm 120
CORTLAND, NEW YORK 13045-2746
(607) 753-5035
FAX: (607) 758-5578
<http://www.cortland-co.org/478/Environmental-Health>

Catherine Feuerherm
Public Health Director
Stuart W. Gillim, MD
Medical Advisor

Cortland County Health Department

Division of Environmental Health Michael J. Ryan P.E., Environmental Health Director envhealth@cortland-co.org

PROCEDURES FOR WATER WELL CONSTRUCTION

1. SUBMIT AN APPLICATION

An "Application for Permit to Construct a Water Well" should be obtained from this office. It is mandatory that all questions are answered. Failure to do so may delay issuance of a permit.

2. ISSUANCE OF A PERMIT

This Department will review the information contained in the application and will decide to either approve or deny issuance of a "Water Well Construction Permit." **DO NOT** begin construction of the water well until you have received this permit.

3. CONSTRUCTION

Construction of the water well **MUST** be in accordance with all the requirements set forth in Article XII of the Cortland County Sanitary Code.

4. INSPECTION

When the water well has been completed, contact this office to schedule an inspection. Allow 3 business days for scheduled inspection. This should be done only after the pump and the pitless adapter (if used) have been installed. If satisfactory, the well may be covered at this time. A sanitary well seal is required and the top of the casing **MUST** extend at least 12 inches above final grade. **DO NOT COVER IT WITH FILL.**

5. SAMPLING

A water sample is included in the fee paid for the Well Permit. The water well must be pumped clear and then disinfected according to the recommended procedures of this Department. When this has been completed contact this office and arrangements will be made to collect a water sample for bacteriological analysis.

6. SUBMIT A WELL LOG

In accordance with Article XII of the Cortland County Sanitary Code, a proper and adequate well log **MUST** be submitted to this office. Acceptable forms for submitting water well logs are available from this office. This information may be obtained from your contractor.

7. CERTIFICATION

A "New Water Supply Certification" will be issued by this office, when and only when, all the above-mentioned requirement have been completed **SATISFACTORILY.**

8. IMPORTANT NOTICE

No private water supply well which was constructed after 31 May 1995 will be certified or approved by this office for any purpose (including private homes to be sold), unless a "New Water Supply Certification" exists for said water well.

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