

Hunterdon County Health Department Well Approval Checklist

This checklist is designed to guide you through the process of installing a well on your property.

		What to do	Who does it
Check when completed			
	1	Hire a New Jersey licensed well driller.	Applicant
	2	Apply for state well permit and county well permit. Apply for township permit if necessary.	Well Driller
	3	Calls health department for inspection.	Well Driller
	4	Makes casing and grout inspection while well is being drilled.	HCHD
	5	Submits well record to HCHD.	Well driller
	6	Calls independent laboratory to request taking of water sample.	Applicant
	7	Collects sample and returns it to laboratory for testing.	Laboratory
	8	Notifies applicant of water test results. If failure, see #9.	Laboratory
	9	Well rechlorinated or treatment system installed if necessary.	Well driller
	10	Resample taken.	Laboratory
	11	Water test results reviewed/approved.	HCHD
	12	Issues "Certificate of Completion".	HCHD
	13	Takes "Certificate of Completion" to local construction official to apply for "Certificate of Occupancy".	Applicant

HCHD = Hunterdon County Health Department

Note: if the well being drilled is a replacement well, the existing well on the property must be abandoned by a well driller and inspected by this department before the certificate of completion can be issued.

Dear Applicant:

In an effort to help applicants keep track of where their septic or well permit applications are in the approval process, the enclosed checklists were developed. They show the steps involved and who generally is responsible for each step. It is very important for the applicant and the engineer to speak periodically to assure that things move along smoothly. As you will see, there are numerous steps involved and delays are not uncommon.

We strive to provide the best service we can and welcome any feedback you might have. If you have questions regarding the checklist, please call our office at 908-788-1351 and ask for the “general question person” on that day. Any calls relating to rejections should be directed to the person who signed the letter.

Sincerely,

A handwritten signature in black ink, appearing to read "John Beckley". The signature is stylized with a large, looping initial "J" and a cursive "Beckley".

John Beckley, Director
Health Officer

JWB:pv

appcheck.doc
Attachment