

Town of Oakland

Well Permit Application Guidelines

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the Town of Oakland as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Oakland as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Two (2) paper sets and one (1) electronic set of site plans.
- ☐ Copy of water well contractor licensing issued by the Water Management District per F.S. 373.323. A water well contractor license is not required for a person to construct a well that meets **ALL** of the following criteria per FDEP WWCC chapter 62-531.390.
 - The well must be 2 inches or less in diameter.
 - The well must be constructed on his own land or leased property.
 - The well is intended for use only in a single family house which is his residence or is intended for use only for farming purposes on his farm and the waters to be produced are not intended for use by the public or any residence other than his own.

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN

- ☐ Lot number
- ☐ Address
- ☐ Location of proposed well
- ☐ Location and distances from water bodies, including retention ponds
- ☐ Location and distances from proposed or existing structures

POTABLE WATER WELL

- ☐ 75 ft from proposed or existing sanitary hazard (recommendation: 100 ft from sanitary hazard)
- ☐ 25 ft from any chemically treated foundation
- ☐ 15 ft from adjacent wells (functional or abandoned)

IRRIGATION WELL

- ☐ 50 ft from proposed or existing sanitary hazard (recommendation: 15 ft from any chemically treated foundation)
- ☐ 15 ft from adjacent wells (functional or abandoned)

ELECTRICAL (if applicable)

- ☐ Provide the name plate rating and horse power of the pump motor.
- ☐ Provide the voltage and amperage of the circuit supplying power to the pump motor.
- ☐ Provide the size, type and length of the conduits and conductors to be installed for the electrical circuit supplying power to the motor pump.
- ☐ Provide the location of the electrical disconnect serving the circuit for the motor pump.

REQUIREMENTS

- ☐ Driven wells – visible bentonite seal
- ☐ Rotary wells – neat cement
- ☐ Well Tag – must contain the following information: 1) Contractor license number 2) Date of completion 3) Permit number (well driller, casing depth, etc.)
- ☐ Location – corresponds to approved site plan
- ☐ No leaks
- ☐ Well terminus – is at least 12 inches above finished grade
- ☐ Original well completion report – must go to the St. John's Water Management District. A copy must be faxed to the Town of Oakland Building Department prior to final well inspection.
- ☐ Flood Zones – need to be minimum 12 to 18 inches above flood level.
- ☐ Well Tap – downward facing 12 inches above grade. Original permit card and stamped reviewed site plan must be on job site at time of inspections.
- ☐ Check Valve, union, tee, sanitary plug, pressure gauge and where design pressure is over 50 PSI a pressure relief valve
- ☐ Electrical Permit required for all motor driven pumps. Final inspection of electric required prior to final well inspection.

These guidelines were compiled to assist the applicant in preparing a well permit application and may not be complete. The applicant is required to meet all Town of Oakland, state, and federal code requirements.