

# PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

---

DuWayne Porter, M.P.H., R.S.  
Health Commissioner

Portage County Administration Building  
449 South Meridian, 3<sup>rd</sup> Floor  
Ravenna, OH 44266  
Phone: 330-296-9919  
Fax: 330-297-3597



E-Mail: [pchd@portageco.com](mailto:pchd@portageco.com)

---

**APPLICATION:** <http://www.odh.ohio.gov/odhPrograms/eh/water/PWSForms.aspx>

## WELL PERMIT PROCEDURES

1. An application needs to be completed before the well driller begins to drill the well. The application may be obtained through the Health Department.
2. The following information is needed:
  - Property owner's name
  - Property owner's complete mailing address and phone number
  - Location of the property
  - Mailing address and township for property
3. The person completing the application will be asked to draw a small schematic drawing of the home, well and septic locations. There is also an area where the applicant will need to indicate distances between water source and the following existing or proposed items (minimum allowable in parenthesis):
  - Public roadway (25 ft.)
  - Buildings (10 ft.)
  - Driveway (5 ft.)
  - House (10 ft.)
  - Property lines (10 ft.)
  - Barn (50 ft.)
  - Easements (5 ft.)
  - Outbuilding (10 ft.)
  - Sewer lines (10 ft.)
  - Sewage disposal system (50 ft.)
  - Other possible sources of contamination (i.e., buried fuel tank, manure pile, ditches, etc.) (50 ft.)
4. The fees for well permits are as follows:
  - Single dwelling .....\$482.00
  - 2 or 3 family dwelling .....507.00
  - Alteration – single dwelling .....351.00
  - Alteration – 2 or 3 family dwelling .....376.00
  - Hauled Water Storage Tanks, Cisterns,  
Ponds, Springs.....512.00
5. The well permit must be approved by a designated individual at the Health Department who is in the office between the hours of 8:00 a.m. and 10:00 a.m. If you are unable to come into the office between these hours, a check may be left for the appropriate amount and the permit can be mailed.
6. With the permit, the customer receives a copy of the chlorination instructions and a pump completion form. The Health Department Office will need to receive the completed pump completion form and a copy of the well log. After these items are received, call the Health Department Office and the Health Department Inspector will come to your home to test the water. The fee for this service is included in the well permit fee.