Division of Drinking Water

**Checklist for New Public Drinking Water Wells**

(Per Utah Administrative Code, Rule *R309-515-6*)

System Name: System Number:

Well Name & Description:

**1. Approval to Drill the Well**

Project Notification Form (PNF)

Preliminary Evaluation Report (PER) concurrence

Well drilling specifications and plans

Valid Start Card or authorization to drill letter from the Division of Water Rights

**2. Approval to Equip the Well**

PNF (if the well drilling and well equipping are designed by different consultants)

Well location data

Certification of well seal

Well driller’s report (well log)

Aquifer drawdown test results (step drawdown test & constant-rate test) for well yield determination

Chemical analyses of the well water

Plans and specifications for equipping the well

Pump information (e.g., pump specifications, pump curve & operating point, motor information, etc.)

Well head discharge piping

Well house design

**3. Operating Permit to Introduce the Well Water**

Documentation of valid water right(s)

Recorded land use agreements, or documentation that the requirements for coverage under the City/County source protection ordinance have been met

Design engineer’s certification of conformance with plan approval conditions

Design engineer’s certification of rule conformance for any deviation from approved plans

As-built or record drawings

Evidence of O&M manual delivery to system owner

Satisfactory bacteriological results as evidence of proper flushing and disinfection