



**COUNTY OF SAN LUIS OBISPO HEALTH AGENCY**  
**PUBLIC HEALTH DEPARTMENT**

**Nicholas Drews** *Health Agency Director*

**Penny Borenstein, MD, MPH** *Health Officer/Public Health Director*

---

**SMALL PUBLIC WATER SYSTEM PERMIT APPLICATION INSTRUCTIONS**

The first step will be to fill out and submit the State and County Permit Applications. Please also fill out the “Information to Accompany Applications for Public Water Supply Permit” and return with the permit applications so we can get an idea of what the water system entails.

Please also fill out the “Permit Application Review” document at your soonest convenience. We must charge cost recovery for permit applications (to keep permit fees from increasing), so you will be invoiced for time spent. Our current hourly rate is \$128/hour. From start to finish, for most projects, application review and processing takes 4-5 hours.

The bulk of the application will be in the Technical, Managerial, and Financial (TMF) document. Please see the report guidance document enclosed to help get you started. There is additional guidance on the State Water Resources Control Board website for TMFs. They have budget templates and other guidance. [https://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/TMF.html](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.html)

Notes on TMF documents:

- For the CEQA clearance, please reference the original CEQA findings from your use permit. You do not need to do CEQA again.
- For the DWSAP assessment, please do the best you can. The State used to have a tool we could use for that, but it has been terminated and they have not replaced it yet.

The remaining documents: Lead & Copper Sample Site Plan, Total Coliform Rule Sampling Plan, Emergency Notification Plan, Cross-Connection Control Survey, Disinfection Byproduct Monitoring Plan, and Well Data Sheet may be submitted with the TMF. \*\* Please note you may not be required to complete all the application documents based on your system classification. Contact this office for guidance concerning system classification and which documents to complete. \*\*

The current cost of an annual permit fee for a water system can be found on the County of San Luis Obispo Environmental Health Services website under Fee Schedule:

<https://www.slocounty.ca.gov/Departments/Health-Agency/Public-Health/Environmental-Health/All-Environmental-Health-Services/Environmental-Health-Fee-Schedule.aspx>

There are a lot of parts to the permit application, some are easier to do than others. If anything is giving you trouble, do not hesitate to reach out to [EnvironmentalHealth.Water@co.slo.ca.us](mailto:EnvironmentalHealth.Water@co.slo.ca.us). Managing a public water system is not your primary occupation, so do not wait to ask if you are not sure about something.