



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
PUBLIC HEALTH DEPARTMENT

Nicholas Drews *Health Agency Director*

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

---

**Permit Application Supplemental Instructions for  
New or Existing Public Water Systems**

The public water system permitting process can be time intensive. Timely review depends upon the applicant completing and submitting all required domestic water system information. To assist applicants, Environmental Health Services has created the permit application supplemental instructions. This document is for your reference only. In the course of review, Environmental Health Services may ask for additional information, documents, or testing that is not listed in this checklist.

All materials must be submitted to the San Luis Obispo County Environmental Health Small Water Systems email at [EnvironmentalHealth.Water@co.slo.ca.us](mailto:EnvironmentalHealth.Water@co.slo.ca.us).

**DOCUMENTS REQUIRED TO INITIATE REVIEW**

*Environmental Health Services will not begin the review process without the following:*

1. **State Permit Application Form** – Completed original permit application form (enclosed) signed in ink/affixed with official seal.
2. **Permit Review Application** – Review fees will apply, billed at an hourly rate. Refer to current Environmental Health Fee Schedule for hourly rate.
3. **Well Location, Design, and Construction Information for New Wells**  
*Domestic water wells should be located a safe distance from sources of contamination and comply with both the State Department of Health Services (DHS) and Department of Water Resources (DWR) standards for well location.*
  - a. **Inspection** – Environmental Health requests that the proposed well site(s), including test well sites which may later be developed as production wells, be reviewed by this office before the applicant applies for a well construction (drilling) permit. This inspection can be scheduled before you submit the permit application.
  - b. **Plot plan of well site** – Show all possible sources of contamination including drainage channels, areas subject to flooding, sewers, septic systems,



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
PUBLIC HEALTH DEPARTMENT

Michael Hill *Health Agency Director*

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

abandoned/improperly destroyed wells, chemical contaminant plumes, sewage disposal systems, etc., within 1,000 feet of the well site.

4. **Well Completion Reports for Existing Wells** – Well completion report, including the geologic well logs completed by the well driller.
5. **SB 1263 Technical Report** – Guidance on completing the SB 1263 Preliminary Technical report is enclosed.  
*All new public water systems are required to submit the SB 1263 Preliminary Technical Report. Exceptions apply to the following conditions: 1) domestic water supply applications deemed complete prior to January 1, 2017, 2) extension of, or annexation to, an existing public water system, or 3) building construction applicants that certify they will not rely on the establishment of a new public water system. Please contact Environmental Health services if you are unsure whether an SB 1263 Technical Report is required.*
6. **Technical, Managerial, and Financial (TMF) Capacity Report** – Guidance on completing the TMF Capacity Report is enclosed.  
*All new public water systems, systems changing ownership, or water systems operating without a permit seeking water supply permits after January 1, 1998, are required to demonstrate to EHS that they possess adequate Technical, Managerial, and Financial (TMF) capability to assure the delivery of pure, wholesome, and potable drinking water.*
7. **Water System Data Sheets** – Complete Distribution System Data, Storage Reservoir Data, Booster Station Data, Chlorination Treatment Data, and Well Data Sheets (enclosed).
8. **Water Quality Analysis**  
*Water quality analysis must be performed by a State certified laboratory. Data should be no more than three years old.*
  - a. **Source Bacteriological (Coliform) Analyses Results** – Please provide recent total coliform and E.coli analysis results. If historical data is available, please submit that as well.



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
PUBLIC HEALTH DEPARTMENT

Michael Hill Health Agency Director

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

- b. **Source Chemical Analyses Results** – The requirements for chemical testing is dependent upon the water system classification. At a minimum, all systems must submit results of the source water general mineral, general physical, and inorganic (including nitrate) contaminants. Please contact EHS to determine if additional chemical analyses are required during permit application review.

c. **Any other previously completed water quality analyses**

*If water quality does not comply with California Domestic Water Quality standards, approved treatment shall be provided to bring the water quality into compliance, including iron and manganese removal filtration, hydrogen sulfide treatment, nitrate blending facilities, etc. A water treatment plan should be submitted for EHS approval and any required treatment should be included in the budget analysis.*

**OTHER DOCUMENTS REQUIRED FOR APPROVAL**

*The following must be submitted and reviewed before the public water system permit can be approved:*

9. **California Environmental Quality Act (CEQA) Documents** – Information concerning the environmental impact of the proposed project as required for the California Environmental Quality Act e.g. CEQA clearance for conditional use permit.
10. **Drinking Water Source Assessment and Protection Program (DWSAP)** – Complete DWSAP program information, guidance, forms, and examples are available here: [https://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/DWSAPGuidance.html](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/DWSAPGuidance.html)  
*All drinking water supply sources are required to be assessed for vulnerability to contaminants per the DWSAP procedures.*
11. **Bacteriological Sample Siting Plan** – The BSSP (form enclosed) should include a distribution system map that shows routine and follow-up sampling sites, along with all sources of supply, storage tanks, and system dead-ends, and a schedule for sampling. *The BSSP is a plan for bacteriological (coliform) sampling that is required for all public water systems on an ongoing basis. The samples must be collected in the distribution system at designated routine sites generally representative of your entire distribution system. The*



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

**Michael Hill** *Health Agency Director*

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

---

*samples need to be analyzed by a State certified laboratory. Each routine sampling site needs to have designated upstream and downstream follow-up sampling sites, within five service connections, which need to be sampled along with the routine site in the event of coliform positive results. The number and frequency of samples is determined by the size of your system (number of connections and persons served). All pressure zones should be sampled at least monthly.*

- 12. Cross-connection Control Survey** – Completed survey (form enclosed) must be completed by a certified cross connection control specialist or someone with relevant equivalent training or experience. This survey should be conducted by or with someone familiar with the distribution system.