

May 14, 2007

**OBTAINING WELL PERMIT NUMBERS FOR EXISTING WELLS**

The Bureau of Water Supply and Well Permitting (BWSWP) has prepared the following procedure for obtaining well permit numbers for existing wells.

1. A Well Permit/Well Search must be performed prior to the well being assigned a permit number. A Well Search Questionnaire form must be submitted and include the following information:
  - a. Well Owner at time of installation (contact local Tax Assessment Office for prior owners names).
  - b. Year well was drilled
  - c. Lot and Block Numbers at time of well installation
  - d. Address of property
  - e. A check or money order for \$10 per each individual well permit/record search made payable "Treasurer, State of New Jersey" must be included with your request.
  
2. If the above search does not locate a well permit then you may obtain a well permit number by submitting the following:
  - a. For wells drilled 1948 to present:
    1. A New Jersey licensed well driller must complete and submit a well permit application to BWSWP along with the proper fee:
      - a. \$130 for well capacity less than 70 gpm
      - b. \$250 for well capacity greater than 69 gpm
    2. A cover letter must be submitted with the permit application indicating that a search has been performed.
    3. If the licensed driller fails to properly notify the BWSWP that the well permit application is for an existing well, the BWSWP will rescind the permit and require that a complete new application be submitted.
    4. The well driller is also required (at a minimum) to submit a well record for the well to include items b.5 through 10 listed below. Note that the well construction and pumping equipment information must be measured/verified by the well driller submitting the well record.

**b. For wells drilled prior to 1948:**

1. Name of facility – current and when well was installed
2. Location of well – address, municipality, county, map showing distance of wells to 2 roads and nearest building
3. Lot and Block numbers
4. Well use/Type of well
5. Well Construction:
  - a. Depth
  - b. Diameter
  - c. Casing length
  - d. Screen length (if applicable)
  - e. Casing material
6. Pumping equipment – capacity
7. Geological formation (if known)
8. Local identification number
9. Date/year installed (if known)
10. Driller (if known)

**NOTE: The Department will complete the well permit and well record and forward copies to the applicant and Health Department upon completion.**

**Requests should be sent to the following address:**

**NJDEP  
Bureau of Water Systems and Well Permitting  
PO Box 426  
Trenton, NJ 08625  
Attn: Lynn Stout**