



Kent County Health Department
Environmental Health Division

700 Fuller Ave NE
Grand Rapids, MI 49503
Phone: (616) 632-6900 Fax: (616) 632-6892
Email: kcehmail@kentcountymi.gov
Website: www.accesskent.com

APPLICATION FOR RESIDENTIAL WELL/SEPTIC PROJECT

Application for:

- Site Evaluation - \$200.00
Septic Permit (New) - \$250.00 (May require a Site Evaluation)
Septic Permit (Repair/Replacement) - \$300.00
Septic Tank Only Permit - \$150.00
Test Well - \$250.00
Irrigation/Geothermal Well - \$250.00
Well Permit (New) - \$175.00
Well Permit (Repair/Replacement) - \$175.00
Are you currently out of water? Yes No
Real Estate Evaluation (Pick one below)
Well Only (+Lab Fees) \$286.00
Septic Only \$250.00
Both (+Lab Fees) \$286.00

Address of Property:

City: Zip: Two Nearest Crossroads:

Permanent Parcel #: 41 Township:

Note: Permits will not be issued without the correct address assigned by the Township or local utilities company! Occupied Vacant (Days Vacant)

Description of Property (pick one):

- Metes & Bounds - Acres: Provide a scaled site plan (1" = 40') and a Certified Survey/Legal Description.
Subdivision - Subdivision Name: Lot: Provide a scaled Site Plan (1" = 40').

Type of Building/Structure (pick one):

- New: Single family dwelling with bedrooms, bathrooms (including rough-in plumbing).
Existing: Single family dwelling with bedrooms, bathrooms. (If an addition, total bedrooms, bathrooms).
Other:

Is municipal sewer available? Yes No If Yes, is it utilized? Yes No

Is municipal water available? Yes No If Yes, is it utilized? Yes No

Is this application request the results of a Time of Sale Inspection? Yes No

Applicant/Owner:

Address:

City: State: Zip:

Phone:

Fax:

Email:

Pick One:

- Email Results to Email Address provided
Call my phone # to pick up results
Other:

By signing below, I hereby certify that the information provided is complete and accurate. I understand that payment of the application fee does not guarantee approval. I further acknowledge that I am the property owner or am acting as an authorized representative on behalf of the property owner. If a permit is issued as a result of this application it will be considered property of the property owner. The services of a backhoe/power auger or greater is necessary for soils evaluation for new construction projects. I understand I am responsible for coordinating and providing the backhoe/power auger or greater or other additional testing. Owner or applicant is responsible for contacting MISS DIG prior to service. Other applicable testing may be required as a condition of approval. Failure to show up for an appointment may result in a \$75 charge. Application fees are non-refundable upon initiation of any field activities. A \$50 processing fee applies to all applications cancelled prior to field work.

Applicant's Signature:

Date:

FOR OFFICE USE ONLY

Fee Paid:

Receipt #:

Date:



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**Proposed Site Development Plan**



Scale: \_\_\_\_\_ = \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

**PROJECT (Bold items are required)**

\_\_\_\_\_ Address/Road

\_\_\_\_\_ Location (Township/Section)

\_\_\_\_\_ Permanent Parcel Number

\_\_\_\_\_ Unit/Lot Number, where applicable

\_\_\_\_\_ Owner's Name

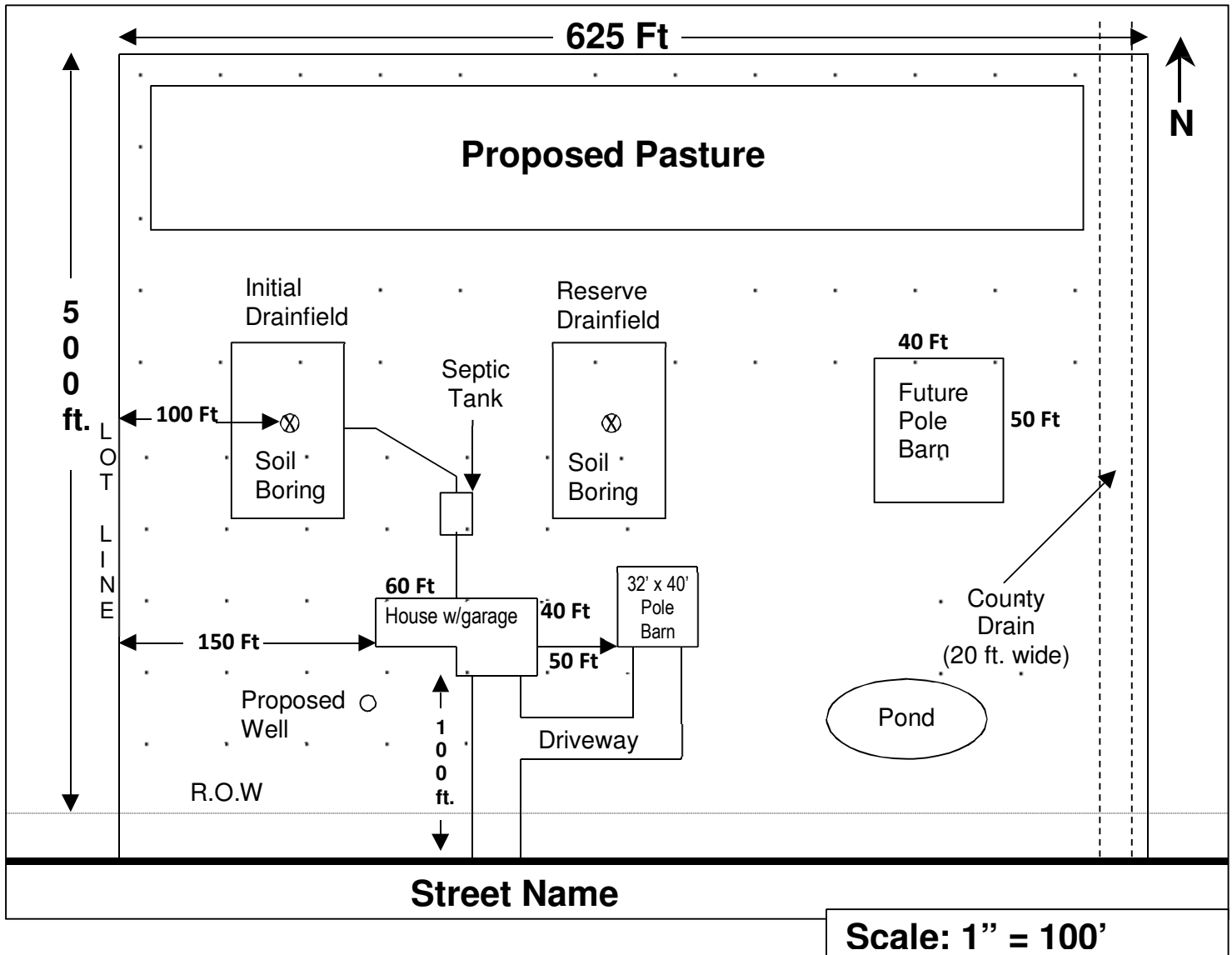
\_\_\_\_\_ Daytime Telephone Number



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**Example Site Plan**



**Remember to show all of the following:**

- ✓ Lot/parcel lines
- ✓ Lot/parcel dimensions
- ✓ Soil boring locations (from KCHD Site Evaluation)
- ✓ Proposed drainfield areas (initial and reserve)
- ✓ Proposed well location
- ✓ Setbacks from property lines to all buildings
- ✓ Dimensions of all buildings, distance (in feet) to proposed lot lines and buildings
- ✓ All easements, including utilities, drainage easements, and road right of ways
- ✓ Any on-site or neighboring fuel oil tanks, gasoline tanks, or pastures.
- ✓ Future or proposed pole barns, sheds, decks, pastures, ponds or swimming pools.
- ✓ Width of drain easement



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### **Instructions:**

- Application must be Signed and Dated.
- Submit Application with Payment to:  
Kent County Health Department  
Environmental Health  
700 Fuller Ave. NE  
Grand Rapids, MI 49503
- We accept Cash, Check, Money Order, Visa, MasterCard, and Discover. If paying by Check or Money Order, make it out to Kent County Environmental Health. If paying by Credit Card, please call our office at 616-632-6900 to make payment over the phone.
- Application will not be processed unless completed, signed and submitted with required fee. Incomplete or inaccurate information may result in processing delays.
- Upon receipt of a complete application and payment, we will contact you to schedule an appointment.
- Documentation produced as a result of a paid service will be sent to only one designated representative.

To aid in identifying the property and desired house location, please stake out the four corners of the house so they can be easily seen from the road. It is also helpful if a stake, with a clearly visible house number attached, is placed near the road.

### **FAQs**

#### ***What do I need to do to have a service performed?***

To have services performed, you will need to complete the following items:

- A lot plan must be submitted. If in a Subdivision or Site Condominium, check plat restrictions or Master Deed/By Laws for specific lot plan requirements.
- Prepare a boundary drawing of the property. The drawing must include property lines, easements and any neighboring wells or sewage systems within 150 feet of the proposed well or sewage system. An aerial photo of the property lines can substitute for the boundary drawing. These can be accessed and printed through the AccessKent website at [www.accesskent.com](http://www.accesskent.com).

#### ***Do I need to submit a Site Plan?***

Yes. To prevent any delays in processing, a complete site plan must be submitted with application. An incomplete site plan will not be accepted.

#### ***How soon will I receive my permit after field work?***

After all required documents have been received, within 2-3 days. For further clarifications, ask the Sanitarian during site evaluation.

#### ***What is the next step after my well and/or septic is installed?***

Homeowner or Contractor must call 616-632-6900 or email [KCEHmail@kentcountymi.gov](mailto:KCEHmail@kentcountymi.gov) before 9:00am for final inspection. We recommend 48 hours' notice prior to Final Inspection.

#### ***Before drinking my water, do I need to test it?***

Yes. The testing water bottles can be picked up at:

Kent County Health Department  
Environmental Health  
700 Fuller Ave. NE  
Grand Rapids, MI 49503

#### ***Where do I submit the water samples for testing and when do I receive the results?***

Once you collect the samples, drop the bottles off at Environmental Health within 30 hours of taking the water samples. If you are mailing the samples, to ensure regulatory requirements are met, please mail water sample bottles out with payment on Monday, Tuesday, or Wednesday. The testing results will be sent by mail to the address stated on the water testing application within 5 days.