



**Small Business Water System  
Construction Permit Application  
Bureau of Water**

**DHEC Use Only  
Log Number**

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Refer to instructions on page 3 before completing application. Please print clearly in black or blue ink.

**A.** Project Name: \_\_\_\_\_ **B.** County: \_\_\_\_\_

**C.** Is this project within a city/town limits? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please specify: \_\_\_\_\_

**D.** Owner of the proposed water system:

Owner Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

**E.** Project Description: Answer the following questions as they apply to your project:

Is this project for a day care? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many employees and children? \_\_\_\_\_  
Is this project for a residential care facility? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many employees and residents. \_\_\_\_\_  
Is this project for an office building, etc. Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate the total number of employees. \_\_\_\_\_  
Others: (please describe) \_\_\_\_\_

**F.** Proposed source of water? (check one) new well \_\_\_\_\_ \*existing well \_\_\_\_\_  
\*If an existing well is proposed to be used, please submit the well record form completed by a certified well driller.  
DHEC will review the well record form with the current construction regulations for public supply wells.

**G.** Name of and distance to nearest publicly owned water system: \_\_\_\_\_  
The Department may require the applicant to submit a cost estimate for connecting to this system.

**H.** Method of sewage disposal? (check one) septic tank \_\_\_\_\_ sewer system \_\_\_\_\_

**I.** Please answer the following:

Number of public toilets _____	Number of automatic dishwashers _____
Type of toilet: Flushvalve _____ Flushtank _____	Number of drinking fountains _____
Number of public bathroom sinks _____	Number of hose bibbs _____
Number of service sinks _____	Number of urinals _____
Number of kitchen sinks _____	Type of urinal: Flushvalve _____ Flushtank _____

**J.** Owner's Certification Statement and Signature:

I do hereby swear that the information supplied here in is true and complete. I agree to admit properly identified and authorized DHEC personnel at all reasonable hours for the purpose of sampling and inspections. Once a permit to construct is received, I agree to conform to all the requirements and conditions specified by the permit to construct. I furthermore agree to connect to a public water system whenever the water line from such a system becomes contiguous to my property.

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

For DHEC Use Only:

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

**K. Water System Layout and Location:**

Indicate below by means of a sketch, the water system lay out including: location of property boundaries; well location; storage tank location; location, size, and length of all water lines; existing and proposed buildings or mobile homes; existing utilities; existing and proposed septic tanks, drain fields or sewer lines; location of any under ground storage tanks or other pollution sources. **Distances must be shown from well to property lines, septic tank, drain fields, etc.** If a plat is available which contains this information, a copy can be attached in lieu of a sketch. The sketch must also indicate the location of the project (county road number or name, and distance to a state or federal highway or town.)

The location of the public well shall be at least one hundred (100) feet from all potential pollution sources. A pollution source is defined as, but not limited to, the following items: sewer lines; septic tank/drain field; animal feedlots, barn, and stables; waste disposal-land application sites; waste treatment lagoons; chemical, herbicide, pesticide, and petroleum storage/handling sites; sanitary landfills; dumps and/or fill sites, etc. The well location shall be at least fifty (50) feet from all surface water bodies including drainage ditches.

If the pollution free radius extends into the property of another property owner, an easement must be obtained from the property owner. The easement shall state that no potential sources of pollution (as defined above) will be constructed within 100 feet from the well. This easement must be filed at the county courthouse and a copy submitted to the Department **along with this application.**

## APPLICATION INSTRUCTIONS

### 1. PURPOSE AND APPLICABILITY OF THIS APPLICATION

This permit application form may only be used when applying for a permit to construct or modify a state water system as defined in R.61-58B that has its own well, and has less than 1,000 feet of distribution piping that serves the following:

- a. a day care facility serving less than twenty-five (25) people (children plus staff);
- b. a residential care facility serving less than twenty-five (25) people (residents plus staff); or,
- c. a business establishment with less than twenty-five (25) people (patrons plus staff).
- d. a church without a day care, unless the day care facility serves less than twenty-five (25) people (children plus staff).

All other water supply construction projects must use the Department's Permit application form #1970 which must be accompanied by engineering plans and specifications prepared by a registered professional engineer licensed in South Carolina and submitted to the Bureau of Water, S.C. Department of Health and Environmental Control, 2600 Bull Street, Columbia 29201.

This application form **may not** be used:

- a. for any federally defined public water system;
- b. if the proposed water system is on the same tract of land as another public water system, including other system;
- c. if an existing small water system is proposed for expansion beyond the limits specified above;
- d. if the water will require treatment other than point-of-use devices;
- e. for the construction of a well if connecting to a public water system is possible via a service connection;
- f. if it is feasible to connect to an existing viable water system;
- g. for commercial, residential, rental subdivisions or apartment/condominium complexes;
- h. for mobile home parks or campgrounds;
- i. for food service establishments that serve more than twenty-five (25) people daily at least sixty (60) days out of the year (patrons plus staff); or
- j. for convenience stores.

If this system is proposed to be expanded in the future or if treatment is to be installed, an application for a permit to construct must be made for such modifications using the Department's application form #1970.

### 2. STEP BY STEP INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION TO DHEC FOR REVIEW

Complete items A through K on pages one and two of the application. Each item should be self-explanatory; however, if the applicant should have any questions please contact the local Environmental Affairs (EA) District Office for assistance. Please refer to page four (4) of this form for a list of the Department's EA District Offices.

Please note that by using this application form instead of having a professional engineer prepare plans and specification for a permit to construct a well, the applicant agrees to connect to a publicly owned water system whenever the water line from such a system becomes contiguous to the applicant's property.

If an existing well is proposed to be used, the applicant must include with this application documentation on the construction of the well. The Department will review this information to determine if the well construction conforms to the construction standards outlined in the State Primary Drinking Water Regulations. If the well does not conform to the construction standards or if the owner is unable to provide any documentation concerning the construction of the well, a new well will be required.

The completed application form and a \$250.00 application fee, by check or money order (made payable to SCDHEC - Finance), must be submitted to the local EA District Office for review and permitting. An incomplete application form, or an application without the fee may be returned to the applicant and will cause a delay in the permitting process.

### 3. OFFICE MECHANICS AND FILING

Once the application has been reviewed and approved by the Department, a permit to construct with special conditions and construction specifications will be mailed to the owner. The original application form along with a copy of the permit to construct will be mailed to the Department's Bureau of Water. A copy of the application along with a copy of the permit to construct will be retained in the local EA District Office files. The central office record is microfilmed for permanent retention in accordance with records retention schedule number DHEC-SEP-WS-2R.

**Environmental Affairs (EA) Regional Office  
Small Business Water System Contacts**

**Upstate EA - Anderson**

(Anderson, Oconee)  
220 McGee Road  
Anderson, SC 29621  
(864) 260-5585 (office)  
(864) 222-3924 (fax)

**Upstate EA - Greenwood**

(Greenwood, Abbeville, Laurens, McCormick)  
1736 South Main Street  
Greenwood, SC 29646  
(864) 227-5915 (office)  
(864) 942-3680 (fax)

**Upstate EA - Greenville**

(Greenville, Pickens)  
200 University Ridge  
Greenville, SC 29601  
(864) 372-3273 (office)  
(864) 282-4371 (fax)

**Upstate EA - Spartanburg**

(Spartanburg, Cherokee, Union)  
151 E. Wood Street  
Spartanburg, SC 29303  
(864) 596-3327 (office)  
(864) 596-3920 (fax)

**Midlands EA Columbia**

(Richland, Lexington, Newberry, Fairfield)  
Physical Address: 8500 Farrow Road Bldg. 12  
Columbia, SC 29203  
Mailing Address: PO Box 156  
State Park, SC 29147  
(803) 896-0620 (office)  
(803) 896-0617 (fax)

**Midlands EA Lancaster**

(Lancaster, Chester, York)  
2475 DHEC Road  
Lancaster, SC 29720  
(803) 285-7461 (office)  
(803) 285-5594 (fax)

**Midlands EA Aiken**

(Aiken, Barnwell, Allendale, Saluda, Edgefield)  
206 Beaufort Street, NE  
Aiken, SC 29801  
(803) 642-1637 (office)  
(803) 643-4027 (fax)

**Pee Dee EA - Florence**

(Florence, Dillon, Marion, Marlboro, Darlington, Chesterfield)  
145 E. Cheves Street  
Florence, SC 29506  
(843) 661-4825 (office)  
(843) 661-4858 (fax)

**Pee Dee EA - Sumter**

(Sumter, Kershaw, Lee, Clarendon)  
105 N. Magnolia Street  
Sumter, SC 29150  
(803) 778-6548 (office)  
(803) 934-2938 (fax)

**Pee Dee EA - Myrtle Beach**

(Horry, Georgetown, Williamsburg)  
927 Shine Avenue  
Myrtle Beach, SC 29577  
(843) 238-4378 (office)  
(843) 238-4518 (fax)

**Lowcountry EA - Orangeburg**

(Orangeburg, Bamberg, Calhoun)  
1550 Carolina Avenue  
Orangeburg, SC 29115  
(803) 533-5490 (office)  
(803) 268-5784 (fax)

**Lowcountry EA - Charleston - McMillan**

(Charleston, Berkeley, Dorchester)  
1362 McMillan Avenue, Suite 300  
Charleston, SC 29405  
(843) 953-0150 (office)  
(843) 953-0151 (fax)

**Lowcountry EA - Beaufort**

(Beaufort, Jasper, Colleton, Hampton)  
104 Parker Drive  
Beaufort, SC 29906  
(843) 846-1030 (office)  
(843) 846-0604 (fax)

SCDHEC EA Regional Contacts  
website: [www.scdhec.gov/ea-regional-offices](http://www.scdhec.gov/ea-regional-offices)