

last updated: 3/1/2024

PURPOSE

The purpose of these instructions is to provide the information needed to expedite the approval of an application for a drilling permit. Since groundwater is utilized for a major portion of Alameda County Water District's (ACWD) drinking water supply in Fremont, Newark, and Union City, ACWD requires permits for any work on wells, exploratory holes, and other excavations regulated by [ACWD Ordinance No. 2010-01](#) to protect the groundwater basin. ACWD regulates all work on wells, exploratory holes, and other excavations associated with the following two categories of drilling activities: (I) chemical investigation, and (II) geotechnical investigation, wells, and other excavations. The following instructions describe what is needed as part of the application for the two categories of work and how to schedule the field work with ACWD.

CATEGORY I - CHEMICAL INVESTIGATIONS

- Monitoring Wells
- Exploratory Holes (including soil vapor sampling)
- Injection Wells and Exploratory Holes
- Cleanup Site Excavations

Application Package

A complete permit application package for the construction, repair, or destruction of wells, exploratory holes, and other excavations for chemical investigations must consist of the following items which are described in subsequent sections:

- Application for Drilling Permit
- Work Plan
- Site Location Map
- Site Plan
- Site Hazard Information Form
- Fees

Application for Drilling Permit

The permit application form (ACWD #458 12-10) must be completed and the entire form submitted to ACWD. After the permit application package is approved, the permit will be brought to the job site and given to the permittee by an ACWD Inspector on the first day of scheduled work. The following details should be checked for completion prior to submission of the application package:

- Each well requires a separate permit application form.
- Exploratory holes and cleanup site excavations may be grouped together on the same permit application form.
- All non-shaded areas of the form must be completed; leave shaded areas blank.
- A drilling contractor with a valid State of California C-57 License must perform the work on all wells and exploratory holes. Cleanup site excavations shall be performed by a contractor with the appropriate State of California license. The contractor's name, license type, and number must be included on the form. A permit application must be completed for each drilling contractor.
- The application and work plan must be signed (with the original or "wet" signature) and dated by a California Professional Geologist (PG), Certified Engineering Geologist (CEG) or Professional Civil Engineer (PE). The signature must match the name and number of the consultant on the permit application form and work plan.

Work Plan

A work plan is required for all chemical investigations (excluding well destructions because ACWD provides the specifications for destroying wells). The type of information to be included in the work plan is described in ACWD's [Groundwater Monitoring Guidelines - September 1992](#). Also, please refer to ACWD's "[Standards for the Construction, Use, Operation, Maintenance, Repair, Inactivation, or Destruction of Wells, Exploratory Holes, Other Excavations, and Appurtenances](#)" which specifies the minimum requirements for work on any well, exploratory hole, or other excavation. The work plan must be signed and stamped by the same PG, CEG or PE that signed the permit application form.

Site Location Map

A general location map that shows the location of the site so the site can be easily located. This map should show nearby cross streets and clearly indicate the North direction. If the site plan includes these items, then a site location map is not necessary.

Site Plan

The location of proposed wells and/or boreholes relative to other site structures, property lines and street curb lines must be indicated on a site plan. All existing and proposed wells should be labeled. The locations of existing wells, tanks, pump islands, and any known leak locations must also be identified on the site plan. The site plan must also be drawn to scale with North clearly indicated and include a street address or assessor's parcel number.

Site Hazard Information Form

All of the non-shaded portions of the form must be completed. Please indicate if a site safety meeting will be conducted for field activities on this form. A site safety plan may not be substituted for this form.

Fees

Permit fees are for each permit application. In the event that jobs require ACWD services on a particular schedule or sequence (5 business days or greater) that results in additional costs, ACWD will charge fees to recover the actual costs incurred and will provide a cost estimate that must be paid in advance of the field work. Permit fees are reviewed annually; as of March 1, 2018, the current fees are:

Chemical Investigations	Permit Fees
Well (Construction or Destruction)	\$725
Repair of Existing Well	\$515
Exploratory Holes	
4 or less	\$515
over 4, each additional	\$90
Construction or Destruction of Cleanup Site Excavations	
10 or less	\$515
over 10, each additional	\$90

CATEGORY II – GEOTECHNICAL INVESTIGATION, WELLS, AND OTHER EXCAVATIONS

- Water Wells
- Geotechnical Monitoring Wells
- Geothermal Heat Exchange Wells
- Dewatering Wells
- Geotechnical Exploratory Holes
- Cathodic Protection Wells
- Inclinerometers
- Vibrating Wire Piezometers
- Elevator Shafts
- Wick Drains
- Shafts, Tunnels, or Directional Boreholes
- Support Piers, Piles, or Caissons

Application Package

A complete permit application package for the construction, repair, reconstruction, or destruction of wells, exploratory holes, and other excavations must consist of the following items which are described in subsequent sections:

- Application for Drilling Permit
- Site Location Map
- Site Plan
- Site Hazard Information Form
- Fees

Application for Drilling Permit

The permit application form (ACWD #458 12-10) must be completed and the entire form submitted to ACWD. After the permit application package is approved, the permit will be brought to the job site and given to the permittee by an ACWD Inspector on the first day of scheduled work. Please refer to ACWD's ["Standards for the Construction, Use, Operation, Maintenance, Repair, Inactivation, or Destruction of Wells, Exploratory Holes, Other Excavations, and Appurtenances"](#) which specifies the minimum requirements for work on any well, exploratory hole, or other excavation. The following details should be checked for completion prior to submission of the application package:

- Each water well and other excavation requires a separate permit application form (unless otherwise indicated on permit).
- Exploratory holes may be grouped together on the same permit application form.
- All non-shaded areas of the form must be completed; leave shaded areas blank.
- A drilling contractor with a valid State of California C-57 License must perform the work on all wells and exploratory holes. A C-57 License is also required for the following other excavations: 1) cathodic protection wells, 2) inclinometers, and 3) vibrating wire piezometers. All other work shall be performed by a contractor with the appropriate State of California license. The contractor's name, license type, and number must be included on the form.
- The permit application must have the original or "wet" signature of the applicant.

Site Location Map

A general location map that shows the location of the site so the site can be easily located. This map should show nearby cross streets and clearly indicate the North direction. If the site plan includes these items, then a site location map is not necessary.

Site Plan

The location of proposed wells, exploratory holes, or other excavations relative to other site structures, property lines and street curb lines must be indicated on a site plan. Water well construction permits must also show the septic system or sewer piping located on the property. All existing and proposed wells should be labeled. The site plan must also be drawn to scale with the North direction clearly indicated and include a street address or assessor's parcel number.

Site Hazard Information Form

This form is needed only if the work is being conducted on a chemical investigation site or if soil/groundwater contamination is likely to be encountered.

Fees

Permit fees are for each permit application. In the event that jobs require ACWD services on a particular schedule or sequence (5 business days or greater) that results in additional costs, ACWD will charge fees to recover the actual costs incurred and will provide a cost estimate that must be paid in advance of the field work. Permit fees are reviewed annually; as of March 1, 2018, the current fees are:

Geotechnical Investigation, Wells, and Other Excavations	Permit Fees
Well or Other Excavation	
Construction or Destruction*	\$725 **
Repair or Reconstruction of Existing Well*	\$515
Construction, Repair, or Destruction of Dewatering Wells, Shafts, Tunnels, Directional Boreholes, Support Piers, Piles, Caissons, or Wick Drains	
10 or less	\$515
over 10, each additional	\$90
Exploratory Holes	
4 or less	\$515
over 4, each additional	\$90
Classify Well or Other Excavation as Inactive (Per Year)	\$90

*Except Dewatering Wells, Shafts, Tunnels, Directional Boreholes, Support Piers, Piles, Caissons, or Wick Drains.

** An additional Facilities Acreage Charge of \$1,250 per acre may be assessed for the construction of a water well.

PERMIT FOR INACTIVE CLASSIFICATION

ACWD requires a permit for inactive classification for any well or other excavation which will not be used for a period of twelve (12) months, but which the owner intends to use in the future. Questions relating to issuance of an inactive well or other excavation permit should be directed to Kit Soo (510) 668-4455.

SCHEDULING WORK / INSPECTIONS

ACWD requires scheduling and inspection of permitted work. All field work must be scheduled in advance. Work plans for chemical investigations must be approved before work can be scheduled. Availability of inspection varies from week to week and is on a first come, first served basis. To ensure the availability of an ACWD Inspector on your desired date, the following procedures are required:

- Call (510) 668-4460 to schedule the field work.
- Schedule the work as far in advance as possible (at least 5 working days in advance).
- Confirm the drilling date one working day in advance of field work since drilling rig schedules often change.

Once the work begins, an ACWD Inspector will coordinate the inspection requirements as well as how the Inspector can be reached if they are not at the site when inspection is required. Except for special circumstances, all work that requires inspection must be performed during the work hours of 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

ADDITIONAL INFORMATION

Permits expire after a period of sixty (60) calendar days. Specific permit conditions may be determined on a permit by permit basis, based on the type of work selected, the location of the proposed site and a number of additional factors. Questions relating to issuance of a permit or permit conditions should be directed to Kit Soo (510) 668-4455. If you have questions concerning the status of your permit or scheduling, or if you would like to receive an application package, please call (510) 668-4460. The Application for Drilling Permit and Site Hazard Information forms can also be downloaded below.