



ALBANY COUNTY DEPARTMENT OF HEALTH

DIVISION OF ENVIRONMENTAL HEALTH

175 Green Street
Albany, NY 12202
518-447-4649

Application for Approval: Residential Individual Water System (IWS)

Complete and submit this application for a drinking water well to serve a single-family dwelling. **A building permit cannot be obtained without submission and approval of both an adequate water supply and wastewater disposal system.** Prior to purchasing a property, it is highly recommended that a site evaluation and installation of a drinking water well be completed to ensure adequate water and wastewater treatment is available to support the proposed dwelling.

If your dwelling is served by a public water supply (PWS), you must provide ACDOH with a letter from your water department. No fee is required for this scenario. Please include page 1 of this application for documentation purposes and email your PWS letter to ACWA@albanycountyny.gov

Applicant Name(s):
Phone:
Email Address (required):
Project Address:
Project Tax Parcel ID:
Municipal Codes Department:
Applicant Mailing Address (if different from Project):
A NYS Well Driller must be contacted for drilling and investigative services related to the water supply. Please provide a NYSDEC Water Well Completion Report to Albany County for review and approval.
NYS Registered Well Driller:
NYS Registered Well Driller License Number:

New Well: Yes <input type="checkbox"/> No <input type="checkbox"/> Existing Well: Yes <input type="checkbox"/> No <input type="checkbox"/> Replacement Well: Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Water Supply: Yes* <input type="checkbox"/> No <input type="checkbox"/> See highlighted note at the top of this page
If the Standards for Water Wells cannot be met, a specific waiver application to ACDOH is required and additional measures must be considered.
Will an Onsite Wastewater Treatment System (i.e. septic system) also be installed? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, also submit application ACDOH EH-102, Residential Individual OWTS Application

Requirements

- I. **Fee:** A **\$230** fee is required for review and sampling services of each Individual Water Supply. **Fees will not be collected on site.** Failure to provide a fee will delay project progress. Make the check payable to Albany County Health Department and identify “IWS” on the check. Please mail a check and the application (when email is not available) to:

Albany County Health Department
Division of Environmental Health
175 Green Street
Albany, NY 12202

The application and any questions can be emailed to ACWA@albanycountyny.gov

- II. **Initial Water Testing:** Contact your well driller to coordinate well sampling services. ACDOH is contracted for sample services through Capital Region Environmental Laboratory. Please provide samples to this lab for analysis to have costs covered by your application fee. **Provide sample results to ACWA@albanycountyny.gov once received.**
- III. **Final Water Testing:** When the well has been connected to the house plumbing and after disinfection of interior components has been completed, ACDOH will collect a final bacteriological sample. If acceptable, a recommendation to issue a Certification of Occupancy will be provided to the local building code office.
- IV. **Treatment:** If a water treatment system is recommended based on water quality testing results, ACDOH will provide information however, if arsenic, nitrate, or fluoride are above standards a treatment system must be approved by the ACDOH.
- V. **Storage:** If the well yield is less than 5 gallons per minute, ACDOH will provide information for water storage to maintain sufficient water quantity for typical residential use without over pumping the well.
- VI. **Design Standards:**
- A. Water well construction standards have been established by the NYS Department of Health (DOH) in Appendix 5-B, “Standards for Water Wells”, [Standards for Water Wells](#).
 - B. The NYS Department of Environmental Conservation (DEC) requires water well contractors to provide a Water Well Completion Report to the well owner upon completion of a water well. [Water Well Contractor Program](#).
 - C. Wells must be installed by a NYS Registered Well Driller. A list of Registered Drillers is available on the DEC website: [NYS Registered Well Drillers](#)

Applicant Signature:	Date:



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175 Green Street
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Application for Approval: Residential Individual Onsite Wastewater Treatment System (OWTS)

Complete and submit this application for an onsite wastewater treatment system to serve a single-family dwelling. **A building permit cannot be obtained without submission and approval of both an adequate water supply and wastewater disposal system.** Please be sure to review the ACDOH EH-101 Form: Residential IWS Application. Prior to purchasing a property, it is highly recommended that a site evaluation and installation of a drinking water well be completed to ensure adequate water and wastewater treatment is available to support the proposed dwelling.

Applicant Name(s):
Phone:
Email Address (required):
Project Address:
Project Tax Parcel ID:
Municipal Codes Department:
Applicant Address (if different from project):
A NYS-Registered Professional Engineer (PE) or Registered Architect must be hired to perform applicable site evaluation and submit the wastewater treatment system design for review and approval.
NYS Design Professional (PE/RA):
NYS PE/RA License Number:
Company/Address:
Phone:
Email:

Requirements

Design Plans must include at a minimum: site location, property lines (plot plan), site features (contours, water, wetlands), separation distances (including neighboring wells and OWTs, system layout, and component details and specifications).

- I. **Water Supply:** If an Individual Water Supply (i.e. drilled well) will be used, also submit application **ACDOH EH-101: Residential Individual Water Supply Application** and the NYSDEC Well Completion Report. If Public Water is available, provide letter from the municipality confirming water will be supplied to the property.
- II. **Fee:** A **\$420** fee is required for each OWTs. Make the check out to Albany County Health Department. Fees will not be collected on site. Failure to provide a fee will delay project progress. Please mail a check and the application (when email is not available) to:

Albany County Health Department
Division of Environmental Health
175 Green Street
Albany, NY 12202

The application and any questions can be emailed to ACWA@albanycountyny.gov

- III. **Site Evaluation:** The PE shall coordinate with ACDOH to evaluate the property to determine if the site will support an OWTs. This evaluation includes identifying limiting site conditions such as useable soil, property lines, water bodies, and neighboring wells. ***The PE shall contact ACDOH at the start of all projects, prior to work being completed.***
- IV. **Inspections:** New system installations must be inspected by ACDOH during construction and upon completion. Upon an acceptable final inspection and receipt of an engineering certification (see VI. PE Certification), ACDOH will notify the applicable building department that the facilities are acceptable for consideration of a Certificate of Occupancy (C/O).
- V. **Design Standards:** The New York State Department of Health (DOH) has established the minimum standards for the treatment of residential wastewater discharges in Appendix 75-A and the "Residential Onsite Wastewater Treatment Systems Design Handbook," [NYSDOH Individual OWTs Design Handbook](#).
- VI. **PE Certification:** Once system components are installed and work is complete, the engineer must provide ACDOH with certification that the system was installed in accordance with the approved plans.
- VII. For detailed instructions, please reference the document ***Procedures for Individual Water Supply Systems (IWS and Individual Onsite Wastewater Treatment Systems (OWTS).***

Applicant Signature:	Date:
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