



SUBSURFACE DRILLING PERMIT APPLICATION CHECKLIST

CHECKLIST

- Legibly filled in all appropriate blanks and boxes, except signature and date (review instructions to verify appropriate fields to leave any lines blank or unchecked).
- Have all required signatures (can be on separate pages, do not need to be wet signatures).
- Include appropriate [fee](#) with application. Payment can be made by credit card over phone to (650) 372-6200 (indicate when and how application submitted).
- Include scaled site map of site in relation to cross streets and drilling location in relation to site features.
- Show approximate location(s) and ID/Name of well/borings.
- For well installations, indicate (i.e. mark on permit application) anticipated destruction method of these wells. May be asked to provide written description for small diameter (<2") wells.
- For well destructions via pressure grouting, included well construction logs and grout volume calculations. An approved work plan is required for all well destructions.
- Shallow (<10') vapor wells do not need to be permitted. However, still must comply with well standards for installation and destruction (i.e. do not use bentonite alone in vadose zone for sanitary seal and remove all non-native material).
- Notify permitting inspector 2 full working days prior to start of drilling.
Separate notification to case worker if known contaminated site.
- Consultant must submit all required information within 60 days of drilling (preferably to drilling@smcgov.org).
- For Borings and wells: require logs, site map, and analytical data.
- For wells: require surveyed coordinates and elevation, Well Completion Report (or indicate upload to Department of Water Resources Online System of Well Completion Reports DWR's OSWCR).

COMMON MISTAKES TO AVOID ON APPLICATION

- Listed **potential** buyer as Property Owner,
- Listed case's address rather than drilling location's address.
- Failed to include Assessor's Parcel Number of the drilling location.
- Provided variance justification memo if temporary wells/borings may need to be left open for more than 24 hours to wait for groundwater recharge with estimate of maximum time needed.
- Permit is for **one mobilization** only. If work included in this permit cannot be done in a single mobilization, another permit may be required.
- Well owner must submit indication of annual use of wells (monitoring reports in association with corrective action requests satisfies this requirement); otherwise, wells need to be destroyed within year of last originally intended use.
- Any application for drilling within a landfill (geotechnical or environmental) must be accompanied by a work plan. Work plans must be approved by San Mateo County Environmental Health Services (EHS) and the Groundwater Protection Program prior to drilling.



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Allow three (3) full working days for processing a complete permit application which includes payment (one permit per parcel). Drilling **start date & time** must be scheduled with County staff at (650) 464-0047 or drilling@smcgov.org at **least 2 full working days (i.e. 48 hours) in advance.**

Visit smchealth.org/ehfees for Groundwater Protection Program fees.

PURPOSE OF APPLICATION Groundwater Monitoring/Vapor Well Installation Construct Soil Borings (variance request if to be left open >24 hrs)
 Groundwater Monitoring/Vapor Well Destruction Extension of Permit # _____
 No. of Wells _____ No. of Borings _____ Well/Boring Names _____

PURPOSE OF DRILLING Environmental LEAD County GPP (permit approval is not to be considered work plan approval)
 Geotechnical AGENCY RWQCB/DTSC/USEPA (Provide approval letter) None (i.e. voluntary)

SITE / DRILLING INFORMATION

Agency Case # _____ Assessor's Parcel # (required) _____ (one per permit)

Drilling Location Address: _____ City: _____ Zip: _____

To Be Constructed In: Public Property Private Property Refuse

Maximum Proposed Depth (wells/borings) _____ (feet) Drilling Method: _____

Boring Diameter: _____ Casing Diameter: _____ Filter Pack Interval: _____ Screen Interval: _____

Destruction Method: Pressure Grouting (provide well construction logs and grout calcs)
 (6 gallons water max/94 lb cement, up to 5% bentonite) Overdrilling (guide rods for total depth prior to starting required)

WELL/BORING OWNER (Well/boring owner name or contact person should match signature)

Name: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Email: _____

It is my responsibility to notify the County of any known changes in the purpose of this well/boring from that which is indicated on this application, to submit indication of annual usage of wells to the County, and to maintain the well in good condition. (Letter signed by well/boring owner/contact person, containing above language and attesting to knowledge of all permit requirements and conditions, may be substituted for signature.)

Well/Boring Owner's/Contact Person's Signature: _____ Date: _____

PROPERTY OWNER (Name as appears on assessor's roles should match signature)

Name: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

I understand that a well/boring is being installed on my property. I agree to notify the County and Well Owner of any known damage or future access issues to the well (Letter signed by property owner, containing above language, or encroachment permit may be substituted for signature)

Property Owner's Signature: _____ Date: _____

DRILLING COMPANY

Drilling Company: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____ C57 Drillers License # _____

I certify that the well/boring will be constructed in compliance with the conditions of this permit (see reverse), the San Mateo County Well Ordinance, and the State Water Well Standards, and that the license listed above is considered current and active by the Contractors State License Board.

Driller's Signature: _____ Date: _____

CONSULTANT COMPANY

Consultant Company: _____ Project Manager: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Email: _____

Field Contact & Cell # (if known): _____

I certify that this application is correct to the best of my knowledge and the well/boring will be constructed/destroyed in compliance with the conditions of this permit (see page 2), the San Mateo County Well Ordinance, and the State Water Well Standards. I understand that I am responsible for General Conditions E, F, K, and L of this permit and if I indicated the purpose of drilling is geotechnical, then no one will use the boring to collect any samples for environmental analyses. If there is a change in Responsible Professional, I will notify San Mateo County GPP staff.

Responsible Professional's Name (Please print legibly): _____

Responsible Professional's Signature: _____ Date: _____

California Professional Geologist (PG) No. _____ or Civil Engineer (PE) No. _____ Page 2 of 5

SUBSURFACE DRILLING PERMIT APPLICATION

REQUIREMENTS

An accurate and correct map **must** be submitted with the application and include the following: north arrow, existing and historic site features, existing and proposed well/boring locations with ID's to scale, property lines and any other pertinent information. A work plan describing the drilling and construction/destruction methodology must be submitted to County staff. A complete application with appropriate fees must be submitted 3 working days in advance of drilling and notification of start date and time must be provided at least 2 working days prior to drilling. The permit is subject to both General and Special Conditions stated below. A copy of the approved Subsurface Drilling Permit **must** be available on site while work related to the permit is being performed. **Drilling may begin at the notified date and time whether County staff is present or not.**

GENERAL CONDITIONS

- A. **Field notification must be provided to GPP drilling inspection staff at least 2 full working days prior to the start of drilling. GPP Caseworker also must be notified if site is associated with a remedial action case.**
- B. Well and boring construction and destruction under this permit are subject to the Standards for the Construction of Wells in San Mateo County, County Groundwater Protection Program (GPP) Guidelines, Policies & Procedures, the State Water Well Standards, and any instructions by EHS representative.
- C. Well/Boring Owner, Driller, and Responsible Professional assume responsibility for all activities and uses under the permit, including compliance with Workmen's Compensation Laws, and indemnify, defend and save the County of San Mateo, its officers, agents and employees, free and harmless from any and all expense, cost, or liability in connection with or resulting from work or stopped-work associated with the permit, including, but not limited to, property damage, personal injury, wrongful death, and loss of income.
- D. All borings **must** be properly destroyed (grouted/sealed) within 24 hours of drilling, unless special conditions are approved beforehand in writing as part of this permit, and must be continuously protected and stabilized.
- E. Analytical results of all soil, vapor, and groundwater samples collected during the execution of drilling under this permit **must** be submitted to County GPP staff by the Responsible Professional within 60 days of sample collection. If contamination is discovered during drilling, verbal notification to County GPP by the Responsible Professional is **required** within 72 hours of discovery. Proper storage, labeling & disposal of investigation-derived residual wastes are the responsibility of the consultant unless stated otherwise contractually.
- F. Boring logs, well construction details, and finalized as-built location map for all borings/ wells (except geotechnical borings) signed by a Responsible Professional, **must** be submitted to County GPP by the Responsible Professional within 60 days of drilling/construction/destruction. DWR Form 188 must be filed with the State per water code 13752.
- G. Permit is valid only for the purpose specified herein. No change in purpose or required procedures, as described on this permit application, in the associated workplan, or in the special conditions below, will be allowed except upon written permission from the County. Construction aspects can be changed based on conditions encountered in the field.
- H. **Permit is valid for one mobilization** associated with originally permitted boring/well locations only, including contingency locations, and is automatically canceled if not exercised, or if an extension is not applied for and granted within 120 days of the original permit issuance date. Failure to notify staff of cancellation or delay in start time will result in the Consultant being billed an inspection cancellation fee if GPP staff attempted to perform an inspection. Fees are listed at smchealth.org/ehfees.
- I. Wells installed under this permit may not be used for domestic, municipal, agricultural, or irrigation water supply.
- J. All work performed **must** conform to Business and Profession Codes and State Water Well Standards.
- K. Top-of-casing elevation of all wells **must** be surveyed to the nearest 0.01-foot relative to Mean Sea Level or NAVD88 and submitted to County GPP within 60 days of drilling, and to State GeoTracker as appropriate. Geotechnical wells are exempt from this requirement if a written variance from GPP is obtained prior to drilling.
- L. Latitude and longitude of all wells **must** be surveyed with sub-meter accuracy relative to NAD83 and submitted to County GPP within 60 days of drilling, and to State GeoTracker as appropriate.
- M. Violation of any requirement or general or special permit condition may result in an order by GPP staff to cease work under this permit, correct the violation, potentially re-permit the work as a new mobilization, and potential actions may be taken against the Well Owner, Property Owner, or Responsible Professional by GPP.

SPECIAL CONDITIONS: _____

(agency use only)

Agency Use Only:

Signature: _____ FA # _____ Date: _____

PERMIT APPLICATION INSTRUCTIONS AND FEES

A subsurface drilling permit for borings and wells is required if groundwater is anticipated to be encountered or if drilling extends to 10 feet or deeper. Sub-slab and vapor wells shallower than 10 feet do not require a permit. Should groundwater be encountered shallower than 10 feet unexpectedly, then contact San Mateo County EHS Groundwater Protection Program (GPP) immediately and a permit application will be required retroactively. GPP is the permitting agency for all subsurface drilling for environmental and geotechnical purposes within San Mateo County. San Mateo County EHS Land Use Program (LUP) reviews all water well permit applications (smchealth.org/enviro/forms) for public supply, domestic, agricultural, cathodic protection, exploratory, and geothermal heat exchange well construction and destruction and permit applications for all reconnaissance, investigation, and excavation work strictly for land use purposes. Please contact the LUP at (650) 372-6200 to discuss permitting, notification, and drilling requirements.

A 120-day extension may be granted for permits which have not been used during the original 120-day time frame. Submit another Subsurface Drilling Permit Application and payment for the permit extension fee at 50% of the fee for the type of drilling. Extension must be requested prior to the original permit expiring. If there are several wells and borings over several contiguous assessor's parcels and public right-of-ways, then discuss the fee with the County inspector at (650) 464-0047 or drilling@smcgov.org. The County inspector may charge only one fee for borings and wells constructed across contiguous assessor's parcels and public right-of-ways. However, this is dependent on how much the County inspector believes will need to be inspected in the field and how much review time of required submittals will be needed.

Section 1: Purpose of Application

At least one of the four boxes must be selected; however, multiple boxes may be selected as long as all of the wells and borings are on the same assessor's parcel or public right-of-way (see Section 4). A **boring** under this permit application is defined as a constructed hole lasting less than 24 hours before being properly destroyed. After 24 hours, the constructed hole is considered a **well** under this permit application which needs to be constructed appropriately unless special conditions are approved as part of the permit. If permit extension is selected, then write in the permit number of the permit to be extended. List the number of wells and borings anticipated to be drilled and what they will be named. This number may change in the field based on conditions encountered.

Section 2: Purpose of Drilling

At least one of the two boxes must be selected; however, both boxes may be selected as long as both purposes of drilling are to be conducted on the same assessor's parcel or public right-of-way (see Section 4). Geotechnical drilling may also be conducted under San Mateo County's Annual Geotechnical Drilling Permit in which consulting companies pay an annual fee to perform this type of drilling an unlimited amount of times for 365 days after obtaining the Annual Geotechnical Drilling Permit. Fees are listed at smchealth.org/ehfees. Please note, a Notification Form (not available on website) similar to this Subsurface Drilling Permit Application must be completely filled out and submitted at least 2 business days (48 hours) prior to drilling under the Annual Geotechnical Drilling Permit.

Section 3: Lead Agency

One of the three boxes must be selected. The **EHS GPP** would be selected only for investigations of known contaminated sites that the County is the lead agency. For drilling required by the Regional Water Quality Control Board (**RWQCB**), Department of Toxic Substances Control (**DTSC**), or the United States Environmental Protection Agency (**USEPA**), please include a copy of their approval letter. **None** would refer to investigations required by the County CUPA (Hazardous Materials Program), County Land Use or Solid Waste Programs, County or City Planning or Building Departments or voluntary investigations for due diligence or property transactions.

Section 4: Drilling Information

All applicable spaces must be filled in. **Agency Case #** refers to the lead agency's case number, if overseen by an agency, for the project under which the investigation is being conducted. **Assessor's parcel number** is the 9-digit number corresponding to the specific private property the drilling is proposed to be conducted on (can be found under Secured Property Taxes at sanmateocountytaxcollector.org or [here](#)). Each permit **must** include only one assessor's parcel number. If the drilling is to be conducted only in public right-of-ways, then the assessor's parcel number space should be filled in with N/A for not applicable. If drilling is to occur on both a private property and a contiguous public right-of-way, then two permits (one for the private property and one for the public right-of-way) must be filled out. **Address, City, and Zip** refer to the location of the specific property drilling is proposed to be conducted on. The address for a public right-of-way would simply be the name of the specific section of the public right-of-way (ie. 100 block of Main Street). **To be Constructed in** must have one box selected. Again, this differentiates between a public right-of-way and a private property. **Refuse** is a special land use designation which needs to be indicated on the permit application.

PERMIT APPLICATION INSTRUCTIONS AND FEES (CONTINUED)

Section 4: Drilling Information (continued)

The rest of this section is self-explanatory, may change in the field based on conditions encountered, and must be filled in except **Destruction Method** for borings only. Schematics may be submitted instead of filling in the well construction details, particularly if wells will be constructed differently from each other.

Destruction Method requires the use of a maximum of 7 gallons of water per 94 pounds of cement. This measurement (for both water and cement) must be able to be demonstrated in the field upon request from the inspector (such as using a 5-gallon bucket for measuring the water and using entire bags of cement). For **pressure grouting**, the well construction log and grout calculations must be submitted. The sand pack may not be more than 3 feet above the top of the screened interval, the screened interval may not be longer than 25 feet, and the bottom of the original boring may not be more than 2 feet deeper than the bottom of the constructed well. The total depth of the well and the fact that there are no obstructions in the well must be verified in the field. Type I/II cement grout must be tremied into the well, followed by application of 25 psi pressure maintained for 5 minutes. If the well does not meet pressure grouting criteria, it must be destroyed by drilling out to the total depth of the original boring. For **overdrilling**, the well casing and all annular material must be removed using a guide rod for the entire depth of the well inserted prior to drilling, and the boring tremie grouted to the surface using Type I/II cement grout. A general observation is that grouting borings using a ¾ inch PVC pipe, typically used to collect grab groundwater samples in borings, does not work with a screened section. Free falling grout is only allowed if the boring is dry, or if water is present in less than 10% of the boring, and less than 30 feet deep. Grout calculations must be provided in a well destruction workplan.

Section 5: Well/Boring Owner

The **name** of the entity owning the wells and borings must be listed along with their contact person (if different from the name of the well/boring owner), address, telephone number, and email address. The **contact person** must be directly associated with or an agent of the entity owning the wells and borings such as a property manager, real estate manager, contractor, or lawyer but not the environmental consultant listed on the permit application in Section 8. A **phone** number and an **email** address must be provided to allow the inspector to contact the well/boring owner to verify information if necessary. By providing an email address, the well/ boring owner will receive an electronic copy of the permit. The permit application must be **signed** and **dated** by either the entity listed as the owner of the wells and borings or the contact person. **Signatures (Sections 5 through 8)** do not need to be original; however, one copy of the permit application must contain all of the information besides the signatures in a legible format. **ALL SIGNATURES REQUIRED (SECTIONS 5 THROUGH 8) DO NOT NEED TO BE ON THE SAME COPY OF THE PERMIT APPLICATION.**

Section 6: Property Owner

The **name** of the entity owning the property must be listed and needs to match the name listed with the County Assessor for this property. The **contact person** must be directly associated with or an agent of the entity owning the property such as a property manager, real estate manager, contractor, or lawyer but not the environmental consultant listed on the permit application in Section 8. A **telephone** number and an **email** address must be provided to allow the inspector to contact the property owner to verify information if necessary. By providing an email address, the property owner will receive an electronic copy of the permit. The permit application must be signed and dated by the entity listed as the property owner only.

AGENTS CANNOT SIGN FOR THE PROPERTY OWNER. For public rights-of-way, a copy of the encroachment permit can be substituted for the property owner signature. The City of San Mateo, among others, will not issue an encroachment permit until the subsurface drilling permit is issued, but the City of San Mateo will issue a letter of intent to issue an encroachment permit which is acceptable as a substitute for the property owner signature in City of San Mateo rights-of-way.

Section 7: Drilling Company

The **name** of the company proposed to drill the wells and borings must be listed along with the drilling company **contact person, address, phone number, and email address.** In addition, the **driller's C57 license number** must be provided. By providing an email address, the drilling company will receive an electronic copy of the permit. The permit application must be signed and dated by the driller's contact person. If the drilling company changes, then a new subsurface drilling permit application should be filled out completely except for Sections 5, 6, and 8.

Section 8: Consulting Company

The **name** of the company overseeing the proposed drilling of the wells and borings must be listed along with the **project manager, address, phone number, and email address.** The responsible professional overseeing the work must **print** their name legibly, **sign** their name and date, and provide either their **California Professional Geologist or Civil Engineering** number. Field contact name and number, if known, are optional but beneficial for all parties involved.