



**SIERRA COUNTY DEPARTMENT OF  
PLANNING AND BUILDING** P.O BOX 530  
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<p><b>FORM NUMBER</b></p> <p><b>BD-12</b></p>
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**Tim Beals**  
Building Official

**BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR  
NEW WELLS**

**THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY!** *Plans and supporting documentation shall be of sufficient detail and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).*

The following items are required for a complete application submittal for a permit to install a new well in Sierra County. All necessary forms are available online or by contacting the Building Department at the above numbers. **Incomplete submittals may delay the plan check process**

- COMPLETED AND SIGNED BUILDING PERMIT APPLICATION FOR WELL FORM** (Form BD-19) This is provided by Sierra County Building Department, the Environmental Health Department or by going to the Sierra County Website <http://www.sierracounty.ca.gov> Clearly describe complete scope of work, (e.g. new well, repair or modification, or destruction), valuation, contract well driller (*including phone/license number*) and complete all form fields; including: well pump, pump house, electrical service, and specify Permit Holder. Both new and existing wells also require Environmental Health Department review and approval. Contact Environmental Health for more information at (530) 993-6716. Note: Wells located within the Sierra Valley Groundwater Management District also require a separate application (Form BD-19A) located on Sierra County website) and upon submittal will be routed by the Building Department for approval by that Special District.
- ENCROACHMENT PERMIT APPLICATION** If driveway encroaches onto County Road or Right-of-Way. Alternatively, approved CALTRANS Encroachment Permit, USFS Special Use Permit, and/or copy of Private Easement Deed demonstrating legal access to/from a public right-of way. Contact Public Works for more information (530) 289-3201. The County Building Department will coordinate with that agency.
- WELL PUMP PLANS** Provide pump manufacturer’s cut sheets and electrical schematic and plans clearly showing where the pump is to be located, along with associated improvements (pressure tank(s), pump house, etc.-see Form BD-10). If fed by solar PV, provide solar system details (Form BD-14) or if generator, provide such details. Note: Pump house structures, regardless of size, are not exempt from building permit requirements (including snow load engineering).
- SITE/PLOT PLAN** (See Form BD-05) Two (2) Identical copies clearly showing proposed well location on property and access to site; setbacks from leach field(s) on same and neighboring property (within 200’); setbacks from proximity to property lines, easements, other existing wells, structures, animal enclosures, access roads, drainages, overhead power, sewage disposal systems, fuel tanks (above or below ground), water courses, (springs, creeks, rivers etc.); electrical service lines to pump; proposed water service lines; location and dimension of any proposed pump house accessory structures; and indicate Northerly direction. Also, list the following information on the site plan:
  1. Estimated well yield: 0-25 GPM, 26-99 GPM, or 100+ GPM.
  2. Proposed casing size (outside diameter).
  3. Proposed Use (i.e., domestic, community, agriculture, test well, livestock, commercial or specify other).