

Water System Approval Process for Small Business Owners

This document is intended for owners of small businesses such as restaurants, wineries with tasting rooms, food processors and personal service establishments.

- Step 1** Visit our website and fill out:
- A [Request for New Drinking Water Source](#) form,
 - An [Application for Permit to Operate](#),
 - Have the water tested for [physical, chemical and biological levels](#),
 - Draw a map of your site and include your water source, nearby water bodies, location of sewerage systems, fuel storage and possible pollutants to your water source and
 - Find your well log.
- Step 2** Your Environmental Health Officer will give you a *Source Assessment* letter. The letter tells you if the water requires treatment.
- Step 3** You may have to install treatment to make the water safe to drink. You may need to upgrade your intake, or other parts of the water system. If so, contact a water treatment specialist to design the changes.
- The specialist will draw a site plan, make an equipment list, and make drawings of the treatment or upgrades needed for approval.
- Step 4** Your existing system and any necessary treatment or upgrades need approval from the Public Health Engineer.
- Visit our website and fill out an [Application for Construction Permit](#).
- Have your water treatment specialist help you submit:
- A letter explaining the existing system and any plans for treatment and upgrades,
 - Digital documents and drawings of the existing system, treatment and upgrades,
 - Water sample results from the lab, and
 - A completed application.
- Step 5** Once the design is approved and installed and the water is safe to drink, a *Permit to Operate* will be issued by the Environmental Health Officer.
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