



# 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.