

Obtaining a Permit for the Operation of a Private Well

When Menomonee Falls Municipal Water Service is Available

1. As part of the permit process, the Water Utility will conduct an on-site cross connection inspection of the property on which the well is located. Please call the Water Utility at (262) 532-4800 to arrange for an appointment.
2. As part of the application process, **one safe** bacteriological water sample must be taken and recorded. A list of certified laboratories is included in this packet.
3. If this is the first time you are permitting your well, hire a private well pump installer to conduct the required well inspection and complete the DNR inspection form – **Wisconsin Well and Pressure System Inspection Form.**

Note: Should repairs be needed to bring the well into compliance, electrical and/or plumbing permits may also be required. Costs for these permits may be obtained from the Building Inspection Department. When the total cost of repairs is known, an owner may choose to abandon rather than repair the well. (See abandonment procedures)

4. Submit the completed DNR inspection form and the water sample testing form to the Building Inspection Department along with a \$35.00 well permit fee.
5. Upon approval of the permit by the Water Utility Superintendent, the permit will be mailed to the well owner. Should the permit be denied, the \$35.00 fee will be refunded in full.
6. The permit holder is responsible for initiating the permit renewal process prior to the permit expiration date.