



## Well – Water Quality – Septic Evaluation Application Instructions

1. Well – Water Quality – Septic Evaluation Application (form 6201-06) must be filled out completely. Incomplete applications may delay the evaluation process.
2. Return the completed application and fee to:

***Mailing Address:***

Public Health – Muskegon County  
1903 Marquette Ave, Suite S101  
Muskegon, MI 49442

***Physical Address:***

Public Health – Muskegon County  
1903 Marquette Avenue – Door 23  
Muskegon, MI 49442

3. The “requestor” indicated on the application is the only person who will receive a copy of the report from PHMC. The “requestor” and/or owner of the property are the only person/people with whom the sanitarian will discuss the report or any of the findings.
4. If the home is vacant and there is a coded lockbox, please indicate the code on the application as this may speed up the process. PHMC Sanitarian’s do not currently have access to board lockboxes. If the PHMC sanitarian is unable to access the home for the evaluation, this will be reflected in the report.
5. PHMC does not release partial reports.
6. PHMC Sanitarian’s do not go into crawl spaces or well pits. The PHMC Sanitarian may not be able to visually inspect the well and/or septic equipment in these areas.

### For Septic Evaluations

- It is strongly recommended to stake your absorption system so that PHMC can easily locate it for evaluation. PHMC staff will make an effort to locate your absorption system, however, if no record of the system exists, it can be very difficult to locate. If your absorption system cannot be located, this will be reflected in the evaluation report.
- If there are no septic records on file at PHMC, a record of tank size from a licensed septic hauler will need to be provided to PHMC. The sanitarian will contact the requestor if this is needed.

### For Well/Water Quality Evaluations

- By submitting the application, you are verifying the water supply is turned on and ready for PHMC to sample either from the kitchen sink, bathroom sink, or an outside tap. PHMC Sanitarian’s do not turn electrical breakers or plumbing valves on to get the water supply flowing to the tap. If the water supply is not on at the time of inspection, this will be reflected in the evaluation report.
- If the well is buried, it must be dug up and exposed prior to PHMC’s inspection. If the well is not exposed when the PHMC Sanitarian is on site, PHMC will be unable to evaluate the well at that time which will be reflected in the report. If the well is exposed at a later date and an evaluation is needed at that point, a new application and fee must be submitted.
- Failure to bypass or turn off the water softener may affect the water quality results which will be reflected in the evaluation report.

## FAQ's

### ***What is a PHMC Well – Water Quality – Septic Evaluation?***

- A PHMC Well – Water Quality – Septic Evaluation is an evaluation of your well and/or septic system to see if they: meet current state and local sanitary regulations, are functioning adequately, may pose any potential public health hazards. A PHMC evaluation report is not a corrective order. PHMC will only require changes to be made to a well and/or septic system in the event an imminent public health hazard exists. In the rare case an imminent public health hazard is found, not only will it be reflected in the report, a separate corrective action will also be issued. The report generated by this evaluation is simply meant to be a reflection of what was seen by the PHMC Sanitarian on the day the inspection was conducted.

### ***What do I receive for the evaluation fee?***

- The evaluation fee includes one (1) site visit/evaluation, water samples (if requested), one (1) report, and a copy of the most current septic permit (if available).
- Follow up site visits are \$60.00 and application must be made within 30 days of the original site visit. If additional water samples are necessary, the associated lab fees are required to be paid along with a fee of \$25.00 for a secondary report. Measurements/drawings are also an additional \$25.00.