



CITY OF SANTA CLARITA
BUILDING & SAFETY DIVISION
23920 Valencia Boulevard, Suite 140
Santa Clarita CA 91355 (661) 255-4935

WATER WELL PERMIT GUIDELINES

Requirements for Obtaining a Water Well Permit

Building & Safety does not issue permits for the water wells themselves, but does issue permits for elements required to run them. For example, the electrical associated with the pump for the well does require a permit. If installing a pump house over 120 sf, it will require a building permit as well. The LA County Department of Public Health Environmental Health Division is the agency that oversees the well-drilling process (see contact information below). Please contact them for additional requirements.

Plan Requirements:

When building permits are required, plans must be submitted on a minimum 11x17 size paper. The following items shall be included on the plans in order to initiate a plan review:

- Site plan showing the entire parcel, footprint of all buildings, streets, setbacks and easements.
- Show the location of the pump house (if installing one) with dimensions to the adjacent property line and to any adjacent structures.
- Show where power is being derived from and the location of new electrical equipment.
- If installing a pump house **less than 120 square feet**, provide the following:
 - Floor plan of the pump house, with dimensions, to include all of the following:
 - All walls shown as double lines.
 - Show the location of the pump, sub-panel, outlets, switch, and lights.
- If installing a pump house **greater than 120 square feet**, provide the following:
 - Full set of construction plans including foundation, floor, framing and roof plans/details
 - Plans may be required to be prepared by a California licensed Architect or Engineer.
 - Show the location of the pump, sub-panel, outlets, switches and lights.

Agency Information:

Please contact the following outside agencies for more information:

- Santa Clarita Valley Water Company
Apply for SCV Water Availability Letter to determine connection feasibility.
Contact: Andrea Kajganic (661) 259-2737 or SCV Water Engineering Department
- LA County Department of Public Health, Environmental Health Division
Issues permits for water well drilling. A Water Supply Approval letter is issued once the process is completed.
Contact: Teri Hachey (661) 287-7017
Email: thachy@ph.lacounty.gov

If a building permit is required, the following City Divisions are required prior to building permit issuance:

- City Planning Division
A stamp on the plans is required if installing a pump house.
Contact: (661) 255-4330 or in-person at the City Permit Center
- City Urban Forestry Division
A stamp on plans or a written approval is required if oaks are present.
Contact: Fernando Mendoza (661) 290-2206
Email: fmendoza@santaclarita.gov
- City Engineering Services Division
A stamp on the plans is required, if grading over 50 cu yards.
Contact: (661) 255-4060 or in-person at the City Permit Center