



# Private Wells – Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647)

ePermitting

South Carolina Department of Health and Environmental Control  
Healthy People. Healthy Communities.



# Prerequisites

**For ePermitting training opportunities, please visit:**

[scdhec.gov/ePermitting/training](http://scdhec.gov/ePermitting/training)

## **Helpful topics include:**

- Creating an Account
- Logging In
- Locating Your Site
- Reviewing or Entering Information on Your Site
- Paying Invoices Online



Sign into the ePermitting system. If you need assistance, please see 'Creating an Account' or 'Logging In' in the ePermitting training.

## ePermitting Online Services

Infectious Waste, Coastal Zone Consistency, Critical Areas, Agriculture, Dam Safety, Stormwater Construction, Wastewater, Asbestos



## Permitting & Compliance

### What can I do here?

- Apply for permits
- Manage your permits (pay fees, apply for renewals)
- Submit reports (required by your permit or certification)

To get started, you'll need an account.

[CREATE AN EPERMITTING ACCOUNT](#)

[Sign in with an existing account](#)

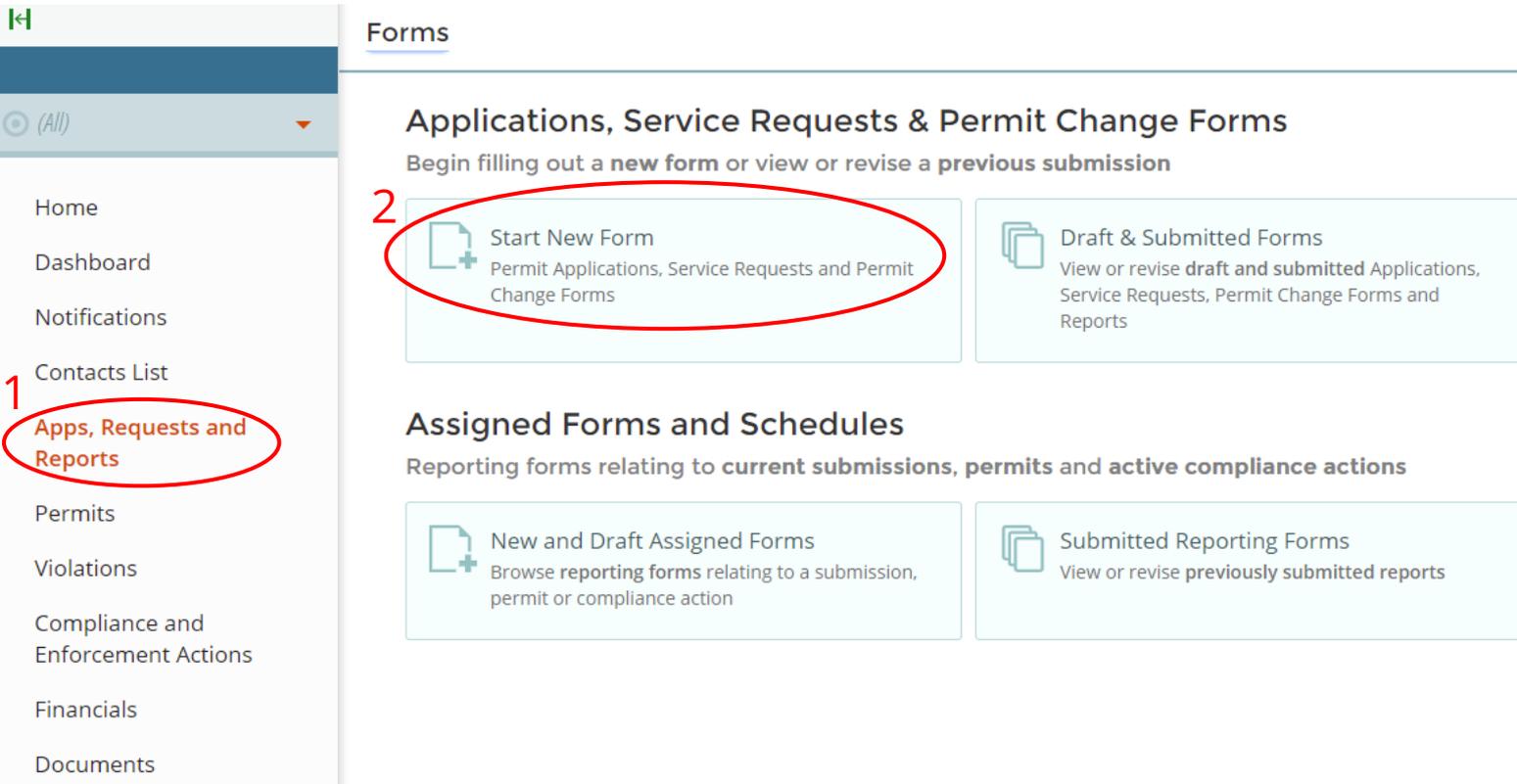
## Public Services

These services are provided to be freely used by the public; no account is necessary to make use of them.

-  **Public Notice Search**  
Keep informed about public notices and hearings, access related documents, and submit comments online. >
-  **SSO Discharge Search**  
Search for Sanitary Sewer Overflow (SSO) discharge events >
-  **Site Map Explorer**  
Use our Explorer mapping tools and advanced-search capabilities to navigate information on environmental sites. >

The left-hand menu is used to direct you to various options within your ePermitting account. For more information on the different options available, please see *'Reviewing or Entering Information on Your Site'* in the ePermitting training.

To start an application, click **1: 'Apps, Requests and Reports'** and **2: 'Start New Form'**.



The screenshot displays the ePermitting application interface. On the left is a navigation menu with the following items: Home, Dashboard, Notifications, Contacts List, **Apps, Requests and Reports** (circled in red with a red '1' next to it), Permits, Violations, Compliance and Enforcement Actions, Financials, and Documents. The main content area is titled "Forms" and contains the following sections:

- Applications, Service Requests & Permit Change Forms**  
Begin filling out a **new form** or view or revise a **previous submission**
- Start New Form** (circled in red with a red '2' next to it): Permit Applications, Service Requests and Permit Change Forms
- Draft & Submitted Forms**: View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports
- Assigned Forms and Schedules**  
Reporting forms relating to **current submissions, permits and active compliance actions**
- New and Draft Assigned Forms**: Browse reporting forms relating to a submission, permit or compliance action
- Submitted Reporting Forms**: View or revise previously submitted reports



The following screen will have a list of permits for the sites.

To find the Notice of Intent application, click **1: 'Water - Private Wells'** in the program area dropdown menu and **2: 'Begin Submission'**.

The D-1903 Form is available in case you are abandoning a well that doesn't have a permit.

The screenshot shows the 'Start a New Form' interface. At the top, there are buttons for 'Start a New Form', 'View All Apps, Requests and Reports', and a blue button with an information icon that says 'Find and submit a new application or service request from this screen.' Below this is a table with columns for 'Form Name', 'Form Description', and 'Program Area'. The 'Program Area' column has a dropdown menu with 'Water - Private Wells' selected, circled in red with a red '1' next to it. The first row of the table has a 'Begin Submission' button circled in red with a red '2' next to it. The second row has a 'Begin Submission' button. On the left side, there is a navigation menu with items like Home, Dashboard, Notifications, Contacts List, and 'Apps, Requests and Reports' (highlighted in red). Other items include Permits, Violations, Compliance and Enforcement Actions, Financials, and Documents.

Form Name	Form Description	Program Area	
		Water - Private Wells	Begin Submission
Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647)	Use this form to submit an application to construct an individual irrigation well under General Permit # SCW00000000.	Water - Private Wells	Begin Submission
Water Well Record D-1903	Water Well Record D-1903	Water - Private Wells	Begin Submission



To begin submission of the NOI, a site must be created. This site should be named after the home owner, housing development, or facility that will be purchasing the well.

Please note that **each site should only have one well.**

If multiple wells will be installed at the same address or for the same owner, please create a new site and indicate the well number in the site name. Once the site has been named, click '**Begin Submission**'.

Start a New Form View All Apps, Requests and Reports Find and submit a new application or service request from this screen.

Form Name  Form Description  Program Area

Water - Private Wells

Water - Private Wells

Private Wells - Notice of Individual Residential Or 3647)

**Select Site**

Select a context for your submission from the following Site options. Or, select **Create New Site** to begin a submission with an entirely new Site.

Select Site

New Site Name

Each well should have its own site. →



You can verify the name of the form by looking at the title of the form at the top.

The form has instructions and contact information for the Private Well Program.

Click '**Begin Form Entry**' to start the form electronically.

## Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647)

VERSION 1.7

### INSTRUCTIONS

This Notice of Intent (NOI) must be completed properly with the appropriate fee attached in order to construct a new or replacement individual residential well or irrigation well. Submitting a completed NOI with payment attached is preferred. Please do not mail cash.

Submitting the NOI with payment is Step One of the permitting process; construction of the well can begin 48 hours (excluding weekends and state holidays) after SCDHEC's receipt of the NOI. Step Two in the process is providing the Department 48 hours (excluding weekends and state holidays) prior notice of well installation. Steps One and Two can be completed at the same time. The NOI may be completed by the well owner, well driller, or the owner's agent.

KEEP a COPY of the NOI; when the 48 hour (excluding weekends and state holidays) prior notice is given, obtain the permit number from SCDHEC and put the number after 'SCW' in the spaces provided.



Begin Form Entry

### CONTACT INFORMATION

#### Main Address

SC DHEC  
Bureau of Water  
Private Well Program  
2600 Bull Street  
Columbia, SC 29201

#### Billing Address

SC DHEC  
Bureau of Financial Management  
PO Box 100103  
Columbia, SC 29202-3103  
803-898-3460

### CONTACTS

Columbia Area Telephone Number :  
(803)898-3342  
Toll-Free Telephone Number : (888)761-5989



Any question that has a '\*' next to it is required and MUST be answered. On the right at the top of the form, there is a **'Save Progress'** button to save your work.

For the **'Well Owner'** section, choose the correct role (who is applying for the permit?) and enter the name and mailing address for the owner (you can click **'Validate Address'** to check for typos).

Tip: The **'Next Section'** button will be at the bottom of each section. Click the button to proceed.

EXIT FORM to Home

Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647) ⓘ  
Submission HP9-7D62-SZ90N Revision 1 Form Version 1.4

Calculated Fee Computed at Payment

Last saved 3 minute ago  
**SAVE PROGRESS**

Well Owner

Well Driller Information OPTIONAL

Site Information

Review

Certify & Submit

\* Who is applying for this Permit?

Owner

Driller

Owner

\* First Name \* Last Name

Title

Organization Name

Phone Type Phone Number

Email

Fax

PLEASE ENTER BILLING ADDRESS

\* Address Line 1

Address Line 2

\* City State/Area \* Postal Code

Country

USA

VALIDATE ADDRESS

Verify the address if needed.



The **'Well Driller Information'** section is optional, but if the driller's name or certification number is known, it can be typed in the **'Driller Certification Number Lookup'** and automatically insert the contact information.

If the name or number is not in this lookup, please contact the Private Well Program so that driller may be entered into the database.

EXIT FORM to Home

Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647) ⓘ  
Submission HP9-7D62-SZ90N Revision 1 Form Version 1.4

Calculated Fee  
Computed at Payment

Last saved a few seconds ago  
SAVE PROGRESS

Well Owner

Well Driller Information  
OPTIONAL

Site Information

Review

Certify & Submit

Driller Certification Number Lookup

16

0016 - [REDACTED]

0162 - [REDACTED]

0165 - [REDACTED]

0167 - [REDACTED]

0168 - [REDACTED]

Phone Type Phone Number

Email

Fax

ADDRESS

Address Line 1

Address Line 2

City State/Area Postal Code  
SC

Country  
USA

VALIDATE ADDRESS

Can search by name or certification number.



In the **'Site Information'** section, the **'Well Identification Name'** is generated based on the site's name.

Please include the **'Proposed Start Date'** if known (this can be updated later on if needed).

Enter the address of where the well will be installed (you can click **'Validate Address'** to check for typos). If it is the same as the owner's mailing address, use the **'Contact Auto-fill'**.

If no address exists, please indicate a road name on the address line (with a lot number, if applicable).  
Any additional information can be added in the **'Location Description'**.

The screenshot shows a web form for well registration. On the left is a vertical navigation menu with five steps: 'Well Owner' (checked), 'Well Driller Information OPTIONAL' (checked), 'Site Information' (selected), 'Review', and 'Certify & Submit'. The main form area contains the following fields:

- Well Identification Name:** A text box containing 'John Smith - Well #2'.
- Proposed Start Date:** A date picker showing 'mm/dd/yyyy'.
- Well Address:** A dropdown menu with 'Contact Auto-fill' selected. A red arrow points to this dropdown with the text: 'Use if well address is the same as the owner's mailing address.'
- ADDRESS:** A section with three input fields:
  - Address Line 1:** 'Main St - Lot #30'
  - Address Line 2:** (empty)
  - City:** 'Elgin', **State/Area:** 'SC', **Postal Code:** '29045'
- VALIDATE ADDRESS:** A button below the address fields.
- Location Description:** A text box containing 'TMS# 00-00-00-000'. A red arrow points to this box with the text: 'This can be a parcel ID or any directions/information to help locate the well.'

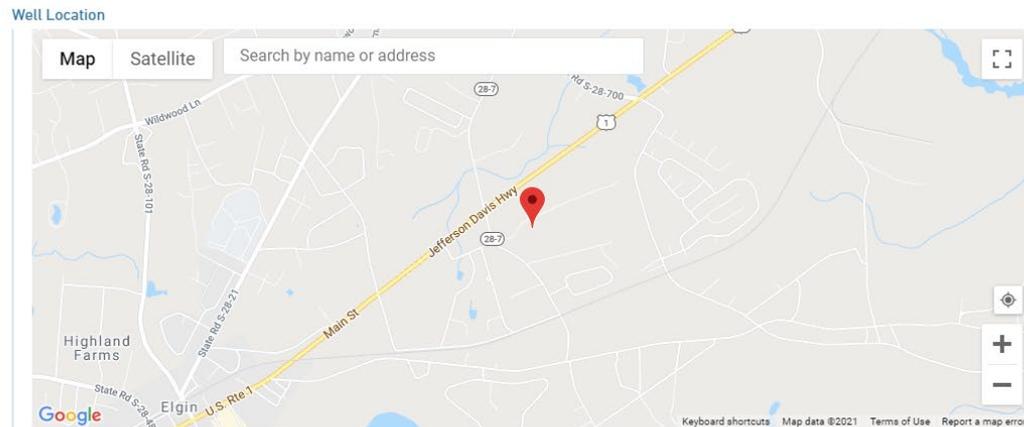


Enter the address of the well into the map's search bar to generate the location coordinates (these coordinates can be updated later by submitting a 1903 form electronically).

If no address exists, then you can click on the map at a point closest to where the well will be installed in order to place a pin that will also generate the location coordinates.

Determine the **'Well County'** and **'Well Type'**. There is also optional check boxes to determine if this is a replacement or emergency well.

- Well Owner
- Well Driller Information  
OPTIONAL
- Site Information
- Review
- Certify & Submit



LOCATION COORDINATES

Latitude

34.18363905856223

Longitude

-80.76424454771052

Well County

Kershaw

Well Type

- Residential
- Irrigation



This is the **'Review'** section where you can review, correct and make changes to the application before submitting it (the application can also be revised after being submitted, so long as the application has not been fully processed by DHEC).

Tip: You have the option to print the review before you certify and submit the form.

EXIT FORM to Home

Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647) ⓘ  
Submission HP9-7D62-SZ90N Revision 1 Form Version 1.4

Calculated Fee  
Computed at Payment

Last saved a few seconds ago  
SAVE PROGRESS

Well Owner  
Well Driller Information OPTIONAL  
Site Information  
Review  
Certify & Submit

PREVIOUS SECTION  
Site Information

### Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

**WELL OWNER**

Complete the applicant information below. The applicant will be the owner of the permit and the individual responsible for paying the application processing fee.

**Who is applying for this Permit?**

Driller

**Owner**

First Name	Last Name
John	Smith
<b>Title</b>	
None Specified	
<b>Organization Name</b>	
None Specified	

Phone Type	Phone Number
None Specified	None Specified
<b>Email</b>	
None Specified	
<b>Fax</b>	
None Specified	



This is the **'Certify and Submit'** section. Please read through this section before submitting the form.

Once you are ready, click the **'Submit Form'** button to submit the form to DHEC.

You can also click the **'Save and Exit'** button if needed.

EXIT FORM to Home

Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647) ⓘ  
Submission HP9-7D62-SZ90N Revision 2 Form Version 1.4

Calculated Fee  
Computed at Payment

Last saved a few seconds ago  
SAVE PROGRESS

Well Owner

Well Driller Information  
OPTIONAL

Site Information

Review

Certify & Submit

PREVIOUS SECTION  
Review

### Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to DHEC for review and processing.  
At the time of submission, it will be transmitted to DHEC and it will become part of the public record.

Please note: Any work you perform filling out a form will not be accessible by DHEC staff or the public until you actually submit the form in the 'Certify & Submit' step.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

FINALIZE SUBMISSION  
Submit Form

FINISH LATER  
Save and Exit



Upon submitting the form, this screen provides the payment options. Click **'Pay Online'** to complete the application  
**\*Applications will be processed by DHEC only when payment has been received\***

If you have multiple permits to submit, you can click **'Pay by Mail'** and pay for all the applications together once each NOI has been submitted (see *'Paying Invoices Online'* in ePermitting training).

Once the payment option has been selected, you can either **'View the Submission'** or **'Return to Home'**.

The screenshot displays a web application interface for submitting a permit. A modal window titled "Submission Received" is centered on the screen. The modal contains the following information:

- Submission Received** (with a "Print" button)
- Submission details: "Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647)", "Submission HP9-7D62-SZ90N", "Revision 1", "Form Version 1.4". A yellow "AWAITING PAYMENT" tag is visible.
- Confirmation text: "Your submission has been received. It is recommended to print and retain a copy of this confirmation."
- Payment Required to Complete Submission** section:
  - Instruction: "Make checks payable to SC DHEC"
  - Section: "Submission Fees"
  - Fee table:

Fee .....	\$50.00
<b>Total Due</b>	<b>\$50.00</b>
  - Payment options: "Pay Online" (circled in red) and "Pay by Mail" (with a red arrow pointing to it from the text "Use if you need to pay for multiple invoices.")

The background shows a sidebar with steps: Well Owner, Well Driller Information (OPTIONAL), Site Information, Review, and Certify & Submit. The top navigation includes "EXIT FORM to Home", "Private Wells - Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647)", "Calculated Fee", and "SAVE PROGRESS".



Once the application has been submitted and processed, you may complete schedules to change the proposed start date, request a variance, or submit the 1903 Form. **\*These schedules are optional\***

To start a schedule, click **1: 'Apps, Requests and Reports'** and **2: 'New and Draft Assigned Forms'**.

Tip: the schedules will also show up in the **'Dashboard'** section under **'As Needed'**.

The screenshot shows the 'Forms' section of the dhec website. On the left is a navigation menu with the following items: Home, Dashboard, Notifications, Contacts List, **Apps, Requests and Reports** (circled in red with a '1' next to it), Permits, Violations, Compliance and Enforcement Actions, Financials, and Documents. The main content area is titled 'Forms' and contains two main sections. The first section is 'Applications, Service Requests & Permit Change Forms' with the subtext 'Begin filling out a new form or view or revise a previous submission'. It contains two cards: 'Start New Form' (Permit Applications, Service Requests and Permit Change Forms) and 'Draft & Submitted Forms' (View or revise draft and submitted Applications, Service Requests, Permit Change Forms and Reports). The second section is 'Assigned Forms and Schedules' with the subtext 'Reporting forms relating to current submissions, permits and active compliance actions'. It contains two cards: 'New and Draft Assigned Forms' (Browse reporting forms relating to a submission, permit or compliance action) (circled in red with a '2' next to it) and 'Submitted Reporting Forms' (View or revise previously submitted reports).



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# CONTACT US

[scdhec.gov/ePermitting](https://scdhec.gov/ePermitting)

This completes the training for the Private Wells – Notice of Intent to Construct an Individual Residential Or Irrigation Well (D-3647) form. For additional questions or help, please contact us at the link on the screen. Thank you!

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