





How to apply for a well permit (you must have a Civic Access account first)

Log in to Civic Access, click on “Apply” then type “Well” into the search bar and select either “Water Well Construction” or “Well Abandonment & Sealing”

Once you have the desired selection, click apply.

	Water Well Construction Category Name: Private Water Well Program	Description: Any excavation that is drilled, cored, bored, washed, driven, dug, jetted or otherwise constructed when the intended use of such excavation is for the location, diversion, artificial recharge, or acquisition of ground water, but such term does not include an excavation made for the purpose of obtaining or prospecting for oil, natural gas, minerals or products of mining or quarrying or for inserting media to repressure an oil or natural gas bearing formation or for storing petroleum, natural gas or other products or for observation or any other purpose in connection with the development or operation of a gas storage project.	
	Well Abandonment & Sealing Category Name: Private Water Well Program	Description: A water or monitoring well that is no longer used to supply water, or that is in such a state of disrepair that the well or boring has the potential for transmitting contaminants into an aquifer or otherwise threatens the public health or safety.	

On the next page you will need to select the company type, then click on the plus sign below that.

Apply for Operational Permit - Septic - Residential

*REQUIRED

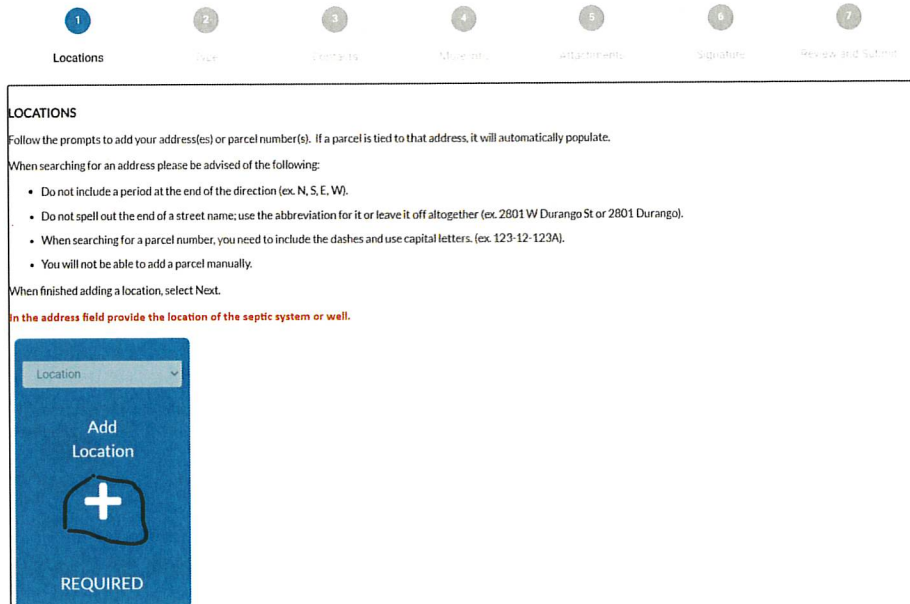
Select or create the business for this application

Select Company Type

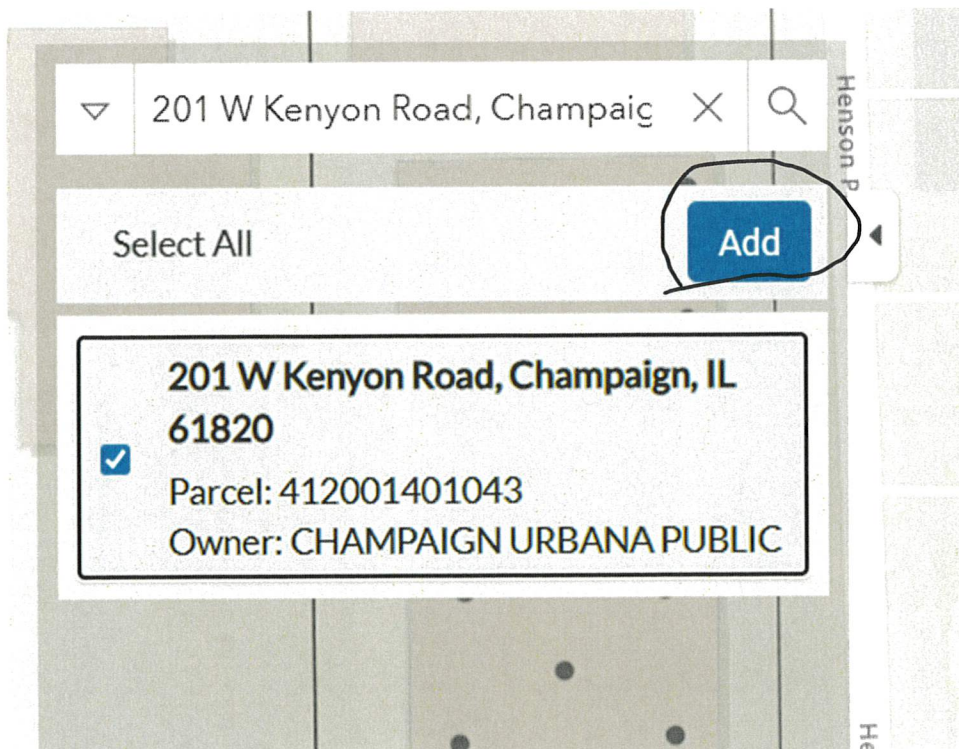
Create New Business During Application



Moving forward, you will be prompted to enter the location. Pay close attention to the directions for how an address should be entered.



Slowly enter the address into the search bar. If a number is entered (for example 201), the address you are looking for may pop up. If you have issues entering the address, try using the PIN/parcel number, without dashes (-). Instructions on how to find the parcel number are on a separate tutorial.



If the address is correct, click add. On the next screen, click next.

Apply for Operational Permit - Septic - Residential *REQUIRED

- 1 Locations
- 2 Type
- 3 Contacts
- 4 More info
- 5 Attachments
- 6 Signature
- 7 Review and Submit

LOCATIONS

Follow the prompts to add your address(es) or parcel number(s). If a parcel is tied to that address, it will automatically populate.

When searching for an address please be advised of the following:

- Do not include a period at the end of the direction (ex. N, S, E, W).
- Do not spell out the end of a street name; use the abbreviation for it or leave it off altogether (ex. 2801 W Durango St or 2801 Durango).
- When searching for a parcel number, you need to include the dashes and use capital letters. (ex. 123-12-123A).
- You will not be able to add a parcel manually.

When finished adding a location, select Next.

In the address field provide the location of the septic system or well.

Type: Location
201 Kenyon, Champaign, IL
61820

Main Address

Parcel Number
412001401043

Main Parcel

[Remove](#)

[Create Template](#)

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[Next](#)

Fill in "Company Name" and "Location". Location is a drop-down box with only one option (Environmental Health), and it must be selected. Then, click next

- 1 Locations
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SITE DETAILS

*Company Type

*Company Name

Business Description

DBA

*Location

OPERATIONAL PERMIT DETAILS

Operational Permit Type

Description

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Page 3 is for adding contact information. If you are the contractor, add yourself here. You must already have an account set-up with Civic Access to be added. Type in your name in the search bar and press the magnifying glass symbol to search. Click “Add” to add the contractors contact.

Home Dashboard Apply My Work Map Calendar

◀ Back to Application

Add Contact

Add Contact As : Applicant

Search My Favorites

Search Max Beedle

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email
★	Max	Beedle	[Redacted]	[Redacted]	[Redacted]

Results per page 10 1 - 1 of 1 << < 1 > >>

The next page is for information regarding the property owner, contractor, and the well itself. All fields with the red star next to it are required. Be sure to check non-starred fields to see if they apply to your application, filling these fields out beforehand saves time when the application is being reviewed. Click “Next” when done.

MORE INFO
Please answer all the following questions.

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Owner / Contractor Information

Owner Information

*Owner: Max Beedle

*Telephone No: 70921817506

*Address: 209 McCook Ave Apt. 2

*Owner City: Urbana

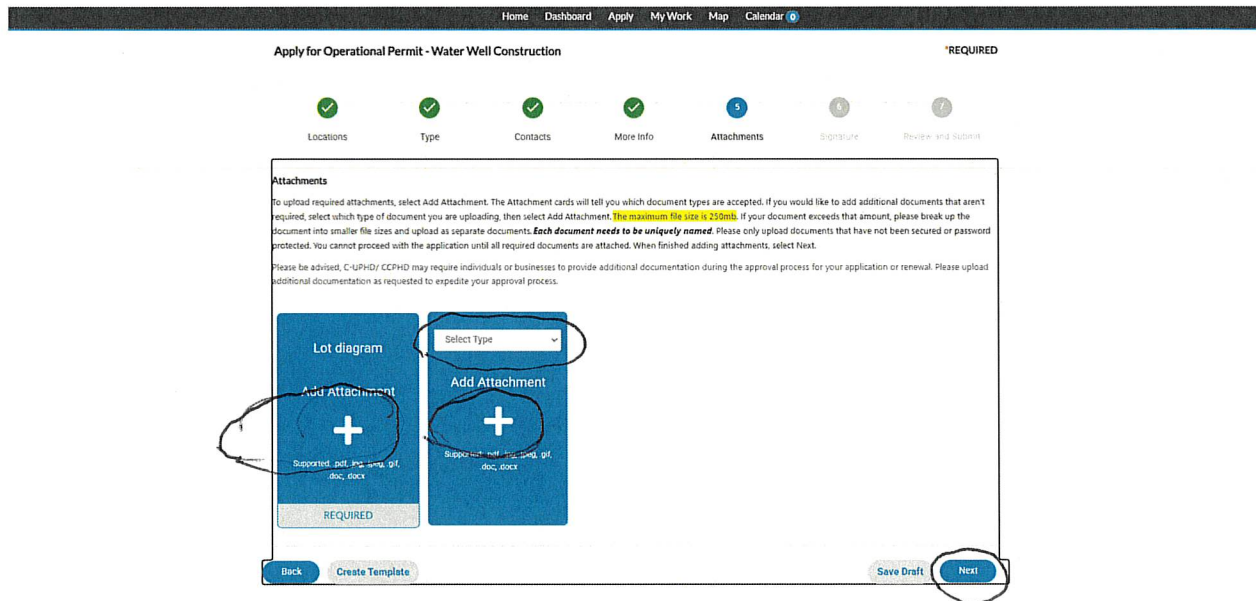
*Owner State: IL

*Owner Zip:

*Owner Email:

Contractor Information

Next, upload the required lot diagram. This can be uploaded as images, PDFs, etc



Finally, sign and submit. If you would like a cleaner signature than the one pictured, you can toggle the "Enable Type Signature" tab below to type in the signature. After, press "Next".



After clicking “Next” you will be taken to a summary of your application. Verify that each field has been filled out correctly (you have the option to click “back” to change any field) and click “Submit”.

After this, your application has been sent to our office for review. If everything is in order, you will be sent an invoice and will receive notification of this in your email.

Your application was successfully submitted!

Your application has been successfully submitted and is pending.

[Continue to operationalPermit](#)