



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER SUPPLY
6th Floor, 401 Church Street
Nashville, Tennessee 37243-1549
615/532-0191
Fax 615/532-0503

T.C.A. 69-10-111 requires that a Notice of Intent (NOI) be submitted by either the homeowner or licensed well driller for all water well and closed loop geothermal well systems before drilling can begin for either type of well on a property. A Notice of Intent can be sent, via fax or e-mail, but must be received by Division of Water Supply at least one hour prior to drilling on the well site. A fee is also required for each Notice of Intent submitted and due no later than the submission of the Report of Well Driller for the well. The Notice of Intent and fee requirement will become effective on February 14, 2005.

Enclosed is a copy of the NOI for your use. This form can be duplicated or downloaded from the website. Additional copies can be obtained by calling the Division of Water Supply at 800/523-4873 (in state only) or 615/532-0191.

Procedures for downloading, completing and submitting the Notice of Intent form are listed below.

INSTRUCTIONS TO DOWNLOAD NOTICE OF INTENT FORM

Log on to Division of Water Supply web site: www.state.tn.us/environment/dws
Click on Well Program, to the left of your screen
Click on the "Notice of Intent" form and Instructions. Follow instructions to download form. The form can be faxed, or e-mailed as denoted. If faxed or e-mailed, the form must be received by Division of Water Supply at least one hour before any drilling commences on the site.

FORM INSTRUCTIONS

Identify the approximate date that the water well or closed loop borehole will be drilled.

The Division of Water Supply must have at least one-hour (1 hr) prior notification of commencement of drilling before drilling can begin.

Notices of Intent expire 180 days after receipt by the Division of Water Supply.

1. Item #1 Denote the intent to drill either a water well or closed loop geothermal well system. For a closed loop geothermal well system, denote the number of closed loop boreholes to be drilled. Multiple water wells to be drilled at one property site require only one Notice of Intent and fee to be paid. If the form is completed by the driller, the driller must assign a drill tag number to the form and attach that drill tag number to the casing of the completed water well. All water wells drilled on a property must have a unique drill tag number attached to the completed well casing. In the event a water well is not successful and the borehole needs to be closed and no casing is installed, attach the drill tag to the back of the well closure report.

Closed loop geothermal well system boreholes will not be required to have drill tag numbers either on the Notice of Intent form or on the boreholes.

2. Item #2 Select the intended use of the well(s) from the categories listed. If the intended use is not listed, then identify the intended use for the well. Identify if you intend to use over 10,000 gallons or more of water on any one day.

3. Item #3 Identify the Drilling Company that will drill the well. Provide the license number of the drilling contractor if known. The initial selection of a drilling contractor by a property owner does not restrict the property owner from selecting another contractor from drilling the well (unless prohibited by contractual agreement between the homeowner and driller).

4. Item #4 Denote the county in which the well(s) will be drilled.

5. Item #5 Identify the owner of the property. Provide the information requested so the property site can be located by a physical address. Provide a phone number where additional information, as to the well location, can be obtained.

6. Item #6 Division staff understand that some property locations have not been assigned a “street address” before the well is drilled. Denote the road name and nearest cross street from where the well would be drilled, or specify a landmark and road name of the well location. A map and parcel number of the property would be helpful or driving directions to site from a major marked road. Example: well to be drilled on Smith Road approximately ¼ mile from Drake Road next to Drake Church.

7. Item #7 Denote the date the Notice of Intent was submitted and identify if the Notice of Intent fee is enclosed. Mark the category that best describes the fee payment and make payment either by check or money order if enclosing fee. Fees can be paid either at the time of the submission of the Notice of Intent or submitted with the Report of Well Driller. If you denote that the fee is enclosed with the form, enclose the fee. The Report of Well Driller is required to be submitted within sixty days after the well is drilled. Checks should be made out to the Treasurer, State of Tennessee.

8. Item #8 Denote the person competing the form. Print your name out on the form and submit to the Division of Water Supply as follows:

By E-mail

To send completed form by email to Water Well Program staff, the user must:

- A. Access the form at the program web site and download the form as a WORD document.
- B. Click on the intended field (it will become highlighted) and enter the required information.
- C. Save the WORD document and print the required number of copies for homeowner and driller.
- D. E-mail the saved document to water.well@state.tn.us
- E. Save the e-mail document for your files. A copy of the NOI or emailed document is to be maintained on the drill site while the well is being drilled for either type of well (water well or geothermal system).
- F. The required fee is due upon submission of the Report of Well Driller for the well being drilled. The fee is due regardless if the well is abandoned or completed.

By Fax

If the Notice of Intent is faxed, the person submitting the fax should maintain the confirmation page that the Notice of Intent was faxed and received by the Division of Water Supply. A copy of the Notice Intent or the confirmation page is to be maintained at the drill site while the well is being drilled. The Division of Water Supply fax number is (615) 532-0503. The required fee is due upon submission of the Report of Well Driller. The fee is due even if the well is unsuccessful and dry. The completed form should be directed to the Water Well Program.

Regular mail

If the Notice of Intent is submitted by regular mail, the original (white copy) must be postmarked at least five days before the date drilling will begin. The driller is to maintain the yellow copy at the drill site and the homeowner is to maintain the pink copy. The required fee is due either with the Notice of Intent or with submission of the Report of Well Driller. . The completed form should be directed to Water Well Program.

Payment options

- A. The department currently has no mechanism to accept electronic payment at the time the Notice of Intent is submitted.
- B. Payment can be made by the individual (homeowner or driller) filling out the Notice of Intent. A check or money order should be made out to the “Treasurer, State of Tennessee” for the correct amount according to the fee schedule as specified in the rules. The fee can be submitted with the Notice of Intent or the Report of Well Driller. The Report of Well Driller is due within sixty days of drilling each water well or completion of the last borehole for a closed loop geothermal system. Identify the drill tag number used at the site, on the check or money order if the payment is enclosed with the Report of Well Driller.
- C. The fee is due even if the well is unsuccessful, dry or the well abandoned.