Guide for submission of Wells and Borings applications through the SGS
Make sure you use Google Chrome, preferably use an incognito session
Go to: doee.dc.gov/sgs
Pick Wells and Soil Borings
DOEE recommends that you access the SGS using the latest version of the Google Chrome web browser.
Sign in using your credentials

Username or Email
welltest007@gmail.com

Password

I forgot my password

Sign In

Need an account? Click here to register.

Need help? Click here for assistance.

Pay Fees
Search for fee assessments based on your plan number and make a payment online

SRC and Offv Registry

Estimate Permit Review Requirements and Fees

Attend a Training Session
Pick Wells and Soil Borings
Welcome to the wells permitting module!

Before starting a Well and Boring application, you must obtain an application tracking number for either a Public Space Tracking Number (from DDOT) or for a Soil Boring permit (from DCRA). More information is available in https://doee.dc.gov/service/wellpermits. To proceed with your application, you will also need the following documents:

- Work Plan
- Site Plan
- Environmental Questionnaire

If you have any further questions, contact DOE’s Well Review team via email: well.permits@dc.gov.
Click New Site

If you are going into an already created site, just click on the eye icon (on the far-left column of the table) to access it.
Click on the dropdown bar.
Pick the option **The site has a physical street address**
Type your address and then click Validate Address.
Click **Save**

Which of the following best describes the project's location? *

The site has a physical street address (street number, street name, quadrant)

Before entering a new site, please perform a search to verify whether DOEE already has records for the site.

Enter the address and click **Populate data from address**. Then save the form.

If you find record for the site, click **Request access to this site for wells** button.

If you do not find record for the site, click **New Site** button and enter site information.

Street address:

1200 1ST STREET NE

Done.
If prompted, click on Request access for this site for wells.
You are entering a new site into the Stormwater Database. Please follow these steps:

1. If the site does not have a street address, please change the "Address Format" to Block, Intersection, or Nearest Address. Then, skip to step 3.
2. If the site has a street address, enter the address into the field "Input Address" and then click 'Get Address Details.' Wait 10 seconds to allow the Stormwater Database to check the Master Address Repository for site information and fill out the form.
3. If the site is a block or intersection, or if the MAR could not find the site, complete the rest of the information in the 'Site Information' section of the form.
4. Contact information for the site owner or manager.
5. Enter the "Location" section of the form with any known information. You may use the buttons in the "Location" section to look up SSL, sewershed, watershed, etc.
6. Click "Save"

Type your address and click Validate Address

SITE INFORMATION

For sites undergoing a regulated activity, enter the address on the building permit application.

Address Format *

Input Address

1200 1st ne

Address number * Street name * Street type * Quadrant *

SITE OWNER

Site owner/manager name

Site owner organization

Address line 1
Enter the information for the Site Owner section.
Click on **New Construction Permit**
Enter your SB number, also fill out the Well Owner Information section.
Click on Add schematic to permit, this will allow you create well schematics for the wells in your permit.
You will have 55 well types to pick from. Notice each well has confining unit and bedrock versions.

### Well Construction Application

**Site:** 1200 1st Street NE

**SB Permit Number or DTOPS tracking number:** 20220405-test

#### Application Sequence:

- Site Information - Form Summary
- Add schematic to permit
- Enter construction information
- Add Matrix of Borings
- Add Document

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<table>
<thead>
<tr>
<th>Well Type</th>
<th>Schematic Type - Type</th>
<th>Add Schematic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micropiles</td>
<td>JET GROUTING WELL: Outer Casing inserted into Confining Unit</td>
<td></td>
</tr>
<tr>
<td>Secant Piles</td>
<td>JET GROUTING WELL: Outer Casing inserted into Confining Unit</td>
<td></td>
</tr>
<tr>
<td>Jet Grout Columns</td>
<td>JET GROUTING WELL: Outer Casing inserted into Confining Unit</td>
<td></td>
</tr>
<tr>
<td>Large Diameter Well</td>
<td>Large Diameter Well Schematic Casing Extended to the Bottom of the Well</td>
<td></td>
</tr>
<tr>
<td>Information for unpermitted wells</td>
<td>INFORMATION OF WELL/BOURING (With no construction information, or after unsuccessful Abandonment, or for wells destroyed prior to abandonment.)</td>
<td></td>
</tr>
<tr>
<td>Test pits and trenches</td>
<td>Test Pit and Trenches Schematic</td>
<td></td>
</tr>
<tr>
<td>Drilled/Constructed Piles</td>
<td>Drilled/Constructed Piles Well: Outer Casing inserted into Confining Unit</td>
<td></td>
</tr>
<tr>
<td>Drilled/Constructed Piles</td>
<td>Drilled/Constructed Piles Well: Outer Casing extended to Bedrock</td>
<td></td>
</tr>
<tr>
<td>Recovery</td>
<td>Recovery Well: Outer Casing inserted into Confining Unit</td>
<td></td>
</tr>
<tr>
<td>Recovery</td>
<td>Recovery Well: Outer Casing extended to Bedrock</td>
<td></td>
</tr>
</tbody>
</table>
Once you know which schematic you will need, click **Add Schematic**. You will be redirected to the schematic you have picked.
Notice, most schematics have more than one page. Fill out as many fields as you have information for.
Enter answers for: **Number of Wells** and **Will wells be abandoned within 24 hours?**. Once you have filled out all the information in your schematic, proceed to sign.

You can have as many wells in a single schematic, so long as they are all identical. If you had variations in the design, then you will need to create new schematics to show it. For example: if you had two soil borings that shared all characteristics except total depth. Then you will one schematic, copy it (click **Copy Schematic** option in the next page) and only change the total depth.
Make sure you sign your schematic. Once you click the I sign box, your data will show below said box.
If your wells are not listed, click on **Show Wells**. Wells will start populating the table.
To add another schematic of the same type, click on **Add schematic to permit**.
Click on **Add Schematic copy** in order to create an identical copy of the previous slide. This schematic will have all previously populated fields, change fields as needed.

You can click on **Add Schematic** if you are creating a different kind of schematic. For example, your original schematic was a soil boring and you need a monitoring well.
Click on **Provide Schematic**, to access a copy of your previously filled out schematic.
Make any pertinent changes to the new schematic, then enter the **Number of wells** and fill out the **will wells be abandoned within 24 hours** question and click on the I Sign box.

Click **Save**.
If all the wells/schematics you have created are listed in the Schematics and Wells table, then click on I am done adding schematics and wells.
You are now in the **Enter construction information** section of the application. In here, you will need to add your driller, click on **Add Application Driller**.
You will be taken to another page, where you will pick the driller that will perform the work. If the driller is not listed in the SGS, they will need to register in the system by reaching to well.permits@dc.gov.
Once you have entered the driller’s information, you will need to fill out information for the following sections: General Well Information, Well Location Information, For other types of wells, and Comments.
After going through the Enter construction information section.

You will now enter data in the Matrix of Borings and Add documents.

Start by clicking on Add Matrix of Borings.
Add Own Well IDs (whatever name you wish to give your wells).

This is the only mandatory field in the matrix of borings.
### Well Construction Application

**Site:**

1200 1st Street NE

**Application Sequence:**

- Site Information > Form summary > Add schematic to permit > Identify Number of wells with this technical design > Enter construction information > Add Matrix of Borings > Add Document > Submission

**Instructions:** The only required column in the Matrix of Borings is Own Well ID for each of your proposed wells, so that they can be identified on your submitted site plan. Please also include proposed coordinates if you happen to have them.

**Tip:** You can use copy and paste to duplicate cells when entering data for multiple wells that have the same value in a field.

#### Matrix of borings - Construction

<table>
<thead>
<tr>
<th>Registration number of the well</th>
<th>Schematic ID</th>
<th>Well Type.</th>
<th>Well total depth (ft.)</th>
<th>Borehole diameter(in)</th>
<th>Own Well ID</th>
<th>Geographic X Coordinate</th>
<th>Geographic Y Coordinate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4600-2</td>
<td>Geo_1</td>
<td>Geophysical Soil Boring</td>
<td>100</td>
<td>Initial(top of borehole):5 Final(bottom of borehole):5</td>
<td>Geo_1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4600-2</td>
<td>Geo_2</td>
<td>Geophysical Soil Boring</td>
<td>100</td>
<td>Initial(top of borehole):5 Final(bottom of borehole):5</td>
<td>Geo_2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4600-1</td>
<td></td>
<td>Geophysical Soil Boring</td>
<td>50</td>
<td>Initial(top of borehole):5 Final(bottom of borehole):5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*O*= Outer-casing to prevent aquifer cross contamination.
Click on Add Document to add:
• Environmental Questionnaire
• Work Plan
• Site Plan
Click on Choose File to enter each one of these three documents individually. You are required of uploading each one of the documents.
Well Construction Application

Application Sequence:

Site: 1200 1st Street NE

Application Sequence:

Site Information > Form summary > Add schematic to permit > Enter construction information > Add Matrix of Borings > Add Document > Submission

Use the buttons below to start or complete your required Matrix of Borings and upload required Documents.

- Add Matrix of Borings
- Add Document

Please note that your application has not been successfully submitted until you hit the 'Submit' button below:

Submit
You will be redirected to the Permit Conditions page.

Here you have to acknowledge, by clicking on the check boxes, all the conditions to your permit.
Once you click on all the boxes, you will certify your answers, by clicking in the box. Then provide with your electronic signature.
This will be the page you will see after the submission of your application. Read the instructions on how to proceed forward with the application.

**Instructions to complete the application submission process**

For DCRA (private space) permit applications: Once your permit has been reviewed and approved by DOEE, you will need to sign into your ProjectDox account and upload the DOEE stamped permit application in the Supporting Document Folder.

When your application has been approved through ProjectDox, you will need to upload a copy of the DCRA permit to the SGS for DOEE records.

For DDOT (public space) permit applications: Once your permit has been reviewed and approved by DOEE, you will need to sign into your DTOPS account and upload the DOEE stamped permit application.

**Submittal Text**

This confirms that information has been submitted in the Surface and Groundwater system to support your Permit, permit number 20220405_test & registration number Bp-P20220405_test-003- for Construction Permit form located at 1200 1st Street NE.

☑️ I certify that my application is complete and correct

Who is signing
Agent for owner

Changes from previous submittal

Signature
Wells Test

Date
04-13-2022

Signature Date/Time
04-13-2022 09:24 AM

Signed Electronically
Congratulations, you have submitted an SGS Soils and Borings application.

If you have any questions or issues, contact the Wells Program through well.permits@dc.gov.

Surface and Groundwater System (SGS)