How-to submit a drilling notice through the SGS

Surface and Groundwater System (SGS)
Make sure you use Google Chrome, preferably use an incognito session.
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.
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](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 on the eye icon (on the far-left column of the table) to access it your site.
Sites can have more than one permit. Pick the SB number you want to provide the drilling notification for.

Click on **Form Summary**
Click **Add Notification of Drilling**

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

- **Add Notification of Drilling**
- **Reschedule / Cancel drilling**

- **Matrix of Borings pdf**
- **Generate pdf forms**
- **Generate Conditions page**
Application - Permit Number: 20211005_test2
Application - Form Type: Construction Permit
Location - Location Number: M-P20211005_test2-005-
Drilling date: mm-dd-yyyy

Name: Wells Test
Email: wellstest007@gmail.com
Phone: (202) 535-2222

Drilling notice: I, Wells Test, notify DOEE that drilling activities associated with 20211005_test2 will commence on.

Note: Applicants must update this form if there is a change in drilling dates. The applicant is responsible for ensuring this date is accurate.
Here, you will upload your DCRA approved permit.
The only acceptable document to upload is an approved DCRA Miscellaneous Soil Boring Permit (see image of a sample permit).
Once you uploaded the file, click Save & Close
Pick a drilling date.

Drilling notices have to be submitted at least 48 hours before drilling occurs.
Notification of Drillings > Add Notification of Drilling

Application - Permit Number: 20211005_test2
Application - Form Type: Construction Permit
Application - Registration Number: M-P2021005_test2-005

Drilling date: 04-25-2022
Name: Wells Test
Email: wellstest007@gmail.com
Phone: (202) 535-2222

Drilling notice: I, Wells Test, notify DOEE that drilling activities associated with 2021005_test2 will commence on 04-25-2022.

Note: Applicants must update this form if there is a change in drilling dates. The applicant is responsible for ensuring this date is accurate.

Click Save & Close
In addition to an automated email, you will also see this in your screen.
Congratulations, you have submitted drilling notification with the Surface and Groundwater System (SGS).

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