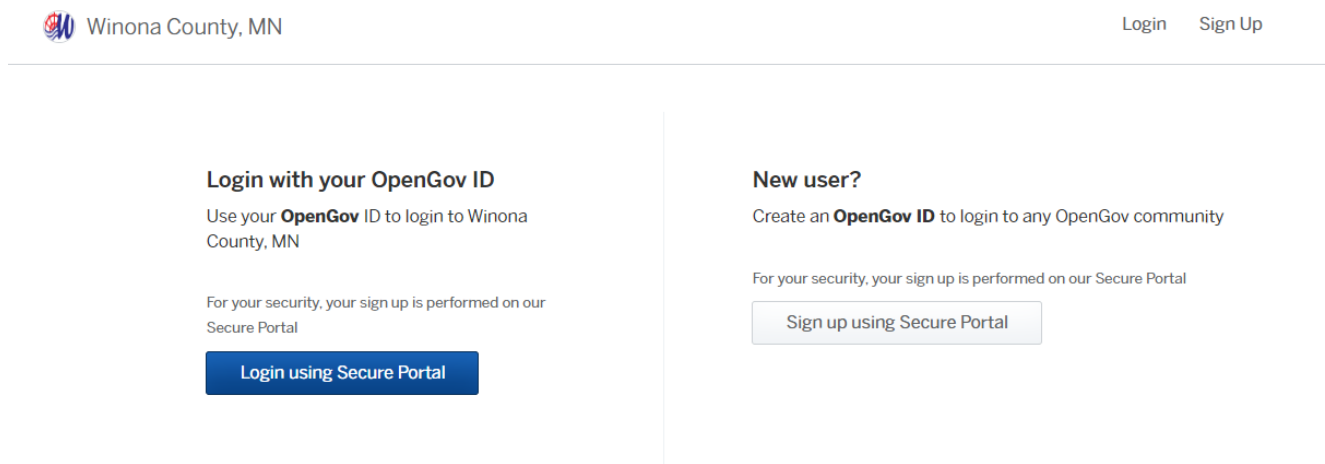


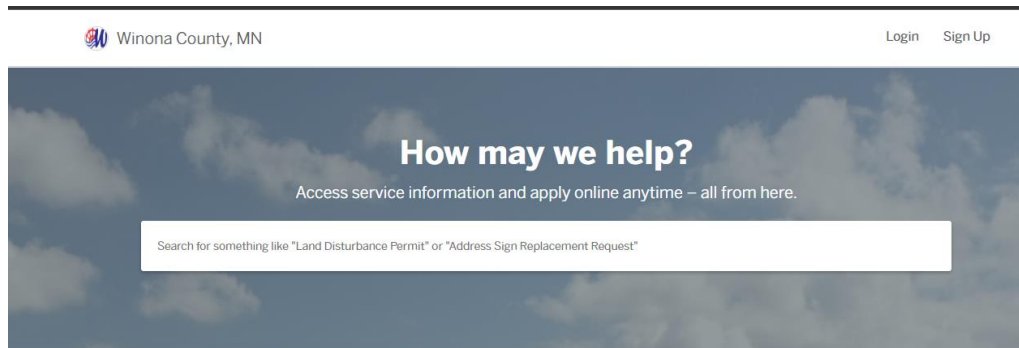
Beginning January 1, 2023 Winona County is introducing an online well notification and permitting system for water well, environmental well, and dewatering well construction and for all well sealing. The site may be accessed at:

<https://winonacountymn.viewpointcloud.com/>

Your introductory screen will appear as below. Each contractor will need to create an account with the new user function. As you proceed through the application, follow the prompts to advance between screens where applicable.




After your initial log-in, you will go to the online services page as depicted below. A Well & Water Quality Tile will be activated in January. Click on the tile or “Explore” to be taken to the permit/notification page.




#### Discover Online Services

Choose below to browse services by department



**Land Use - Development - Septics**  
Address Request, Address Sign Replacement Request + 6 more

[Explore](#)



**Commercial Timber Harvest - Land Disturbance**  
Commercial Timber Harvesting Permit , Land Disturbance Permit

[Explore](#)



**Economic Development Authority**  
Revolving Loan Fund Application

[Explore](#)

The Permit/Notification page is where you will select what notification or permit you wish to submit. Each site must be processed individually with well construction and well sealing as separate notifications. The environmental & dewatering well permitting system allows multiple wells to be added to one permit application if all the wells are installed on a single parcel of land. Well sealing also allows for multi-entry.

### Wells & Water Quality

**Dewatering Well Permit**  
A Dewatering Well Permit is required for all wells greater than 25 feet in depth used to lower groundwater levels as defined in MN Statutes 1031.005 Subd. 4a.

**Environmental Well Permit**  
An Environmental Well Permit is required for the construction of a well used to sample or monitor groundwater as defined in MN Statutes 1031.005 Subd. 8a.

**Notification of Well Construction**  
A notification of well construction is required before starting work on a private water supply well. Homeowners wishing to install their own drivepoint well should contact this office before attempting to use the online application process.

**Notification of Well Sealing**  
A notification of well sealing is required before sealing a water supply well, dewatering well, or environmental well . Work must be performed by a licensed Minnesota Well Contractor for the well type to be sealed.

After selecting a notification/permit type, you will be prompted to enter applicant information. The applicant's name must be the licensed well contractor representing the company. The fields should be pre-populated after the initial application. If not, the search function can be used to recognize the return user and re-populate the fields. Browser form autofill also works to speed entry. The applicant screen appears as below:

**Add Applicant** ✕

Email Address

First Name  Last Name

Phone Number

Address 1

Address 2

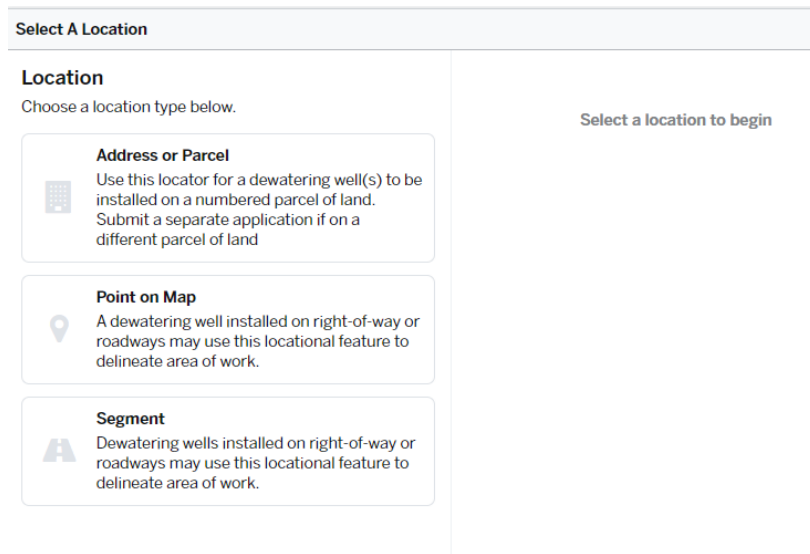
City

State  ZIP Code

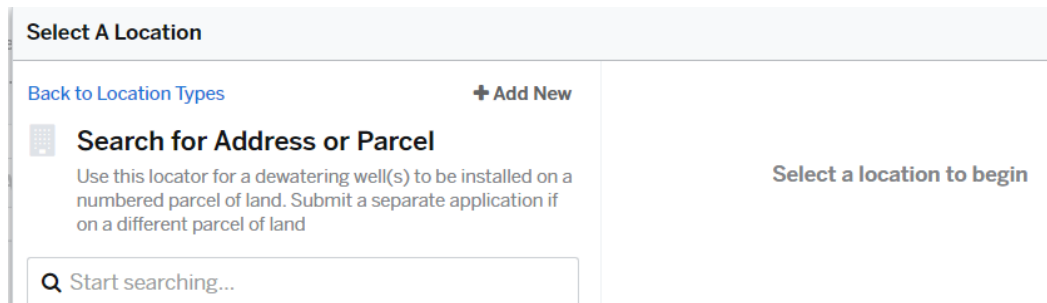
[Create Applicant](#)

**Search Applicants**  
Registered users matching the name and email you type will appear here

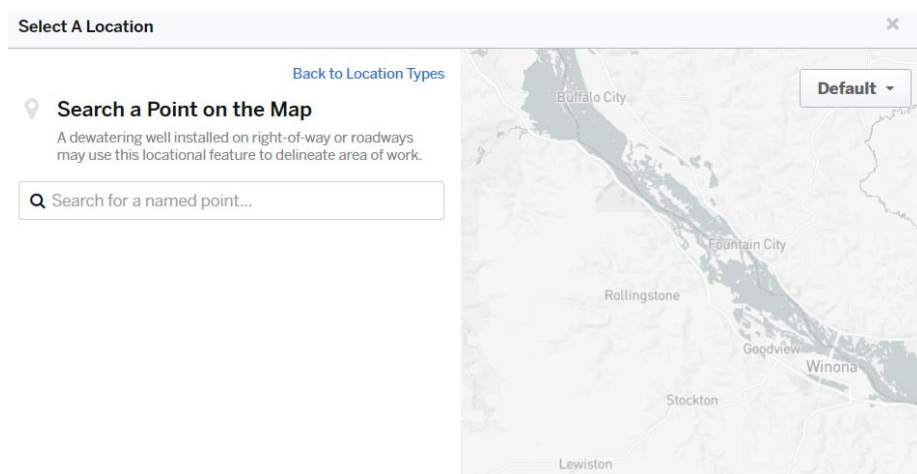
Next, click on the location button to provide the well location. Up to three location options will be offered depending on the well notification/permit type. The location screen appears below using the dewatering permit application as an example:



The Address or Parcel Location function must be used if the well(s) location is on a known parcel of land. Clicking on this location method brings up the screen below. A search can be performed for either a known parcel number or address.



If matching results cannot be found, then the point on the map can be used. This function can also be used for environmental well and dewatering well construction on right-of-way. Only one point may be identified. Site maps are required to be uploaded later in the application process and will provide the additional detail. Use your mouse to drag and zoom in on the map to closely identify the location.





The next section asks for the licensee's name and license # to meet state rule requirements as well as project contact name and phone. Below that is the "Notification of Well Construction" single entry area where you will enter the MN Unique Well #, quarter sections, and well type. Data entry is completed by checking the application signature box certifying the information is complete and typing the licensee's name.

#### Well Contractor Information

Well Contractor Name \*

License # \*

Contact Name \*

Phone # \*

Email

+ Click to Add a New Field

#### Well Location Information

Well is being constructed on non-parceled land OR is not yet assigned.

Subdivision

Block

Lot

Township \*

Section \*

Range \*

1/4 Fraction (largest) \*

1/4 1/4 Fraction \*

1/4 1/4 1/4 Fraction (smallest)

Water Well Type

MN Unique Well Number(s):

1/4 Sec (abcd)

#### Application Signature

Licensed Well Contractor, Property Owner, or Property Owner's Agent \*

For Dewatering, Well Sealing, and Environmental Well Applications, the MN Unique Well #'s and quarter sections are multi-entry sections. Clicking on the "Add Well Locations" button will bring up the entry screen below with slight variations (shown below) for the different applications. Continue to add well locations for the number of wells that have different MN Unique Well #'s. Dewatering wells may be permitted under one number if well depth does not vary by more than the state requirement for submitting a separate well and boring record. When using one unique well number enter the total number of dewatering wells to be installed under that one number.

### Well Locations \*

**Add Well Locations**

### Well Construction Issues

Check if applicable

At Grade

Constructed through Confining Layer or into Bedrock

Well Locations
✕

MN Unique #

Parcel ID Number:

Well is being constructed on non-parceled land OR is not yet assigned.

Section \*

Range \*

1/4 1/4

Depth

If less than 25 feet in depth a Dewatering Well Permit is not required.

Does this site have 5 or more Dewatering Wells?

Number of Wells to be installed

Township \*

1/4 (Largest) \*

1/4 1/4 1/4 (Smallest)

Cancel Save

Unique Well #/Location
✕

MN Unique Well #

Well is located on non-parceled land or parcel number yet to be assigned?

Township

Range

1/4 1/4

Well Depth

Cancel Save

**Well Locations**
✕

MN Unique # or H-Series #: \*

Parcel Number ⓘ

Well is being constructed on non-parceled land OR is not yet assigned.

Township \*

Select your option
▼

Range \*

Select your option
▼

Section \*

1/4 Fraction (largest) \*

Select your option
▼

1/4 1/4 Fraction \*

Select your option
▼

1/4 1/4 1/4 (smallest) \*

Select your option
▼

Well Type \*

Select your option
▼

Quarter-abcd

Cancel
Save

An area to enter a parcel number is also available if you were not able to find a match using the previous functions. For Environmental and Dewatering Wells, you will also be prompted to answer whether well construction will be at-grade, penetrate a confining unit, or be constructed into bedrock. You will need to upload well construction diagrams or well vault diagrams based on your answers. Site maps are required for all installations for these wells. The upload screen will appear similar to below and detail what the required uploads are.

**Site map showing well locations** Required

---

📎 Click or Drag to Upload

**Well/Property Owner Agreement** Required

Well Property Owner Agreement.pdf

---

📎 Click or Drag to Upload

**At-Grade Site Map** Required

Show cross-sectional diagram of well cap and vault/manhole, and explanation why standard construction is not possible.

---

📎 Click or Drag to Upload

**Construction through confining layer** Required

If well is constructed through a confining layer submit the following information: well diameter, drilling method, grouting material & method, casing materials, cross-sectional diagram of well including anticipated geologic formations.

---

📎 Click or Drag to Upload

**Other**

---

📎 Click or Drag to Upload

+

Add New Attachments

When data entry and signature are complete you will submit the application/notification. You will then be taken to the payment screen shown below where you can indicate your method of payment. You may continue to submit paper checks by mail as the lowest cost option or may choose electronic payment methods that charge an additional fee. Make your selection to complete the process.

## Dewatering Well Permit Fee

Became active a few seconds ago

**Due date**

None

---

1. Checks payable to "Winona County Auditor – Treasurer."  
 2. Include permit # found in upper left corner of webpage, such as "DC-22-2."  
 3. Send payment to "Planning and Environmental Services - 202 West 3<sup>rd</sup> St, Winona MN 55987."

Winona County, MN
My Account

Development Certificate (Building Permit)  
**DC-22-2**

New Submission  
Attachments  
Guest ID:

**Permit Fee**

Self-Inspection  
Review of Engineering  
Completion  
Draft Approval of Application  
Initial Review  
Issue Development/Construction  
Permit  
Final Check  
Issue Certificate of Completion

### Permit Fee

• **See How** (Make sure to pay in order to activate)

Development Certificate (Building Permit)	
Development Certificate Fee	\$20.00
<b>Total Permitted</b>	<b>\$20.00</b>

**Payment Method**

Payment in-cash, cash, or another method  
No processing fee

Amount Due	\$130.00
<b>Total Payment Amount</b>	<b>\$150.00</b>

**Fees**

Dewatering Permit	\$510.00	✕
MDH Core Function Surcharge	\$40.00	✕
+ Add Fee...		
<b>Total Fees</b>	<b>\$550.00</b>	

**Pay**

**Pay with check, cash, or another method**  
No processing fee

**Pay with a Credit Card**  
\$17.44 processing fee

**Pay with eCheck**  
eCheck is available in the Public Portal [Learn more](#)

---

**Total Due:** **\$550.00**

The system will send you emails confirming the submission, prompting you to submit payment, when the permit has been reviewed, and finally sending you the permit, if applicable. You may also sign into your account at any time to review the status of your submissions or obtain a listing of all notifications/permits you have made to Winona County. While you are currently able to send water sample reports by email, we are working on providing you the ability to upload your water samples via this system and potentially upload color scans of the completed MDH copy of the well & boring construction and sealing records.



