

# MDH Licensing System

## QUICK REFERENCE GUIDE FOR SUBMITTING NOTIFICATIONS, PERMITS, AND RECORDS

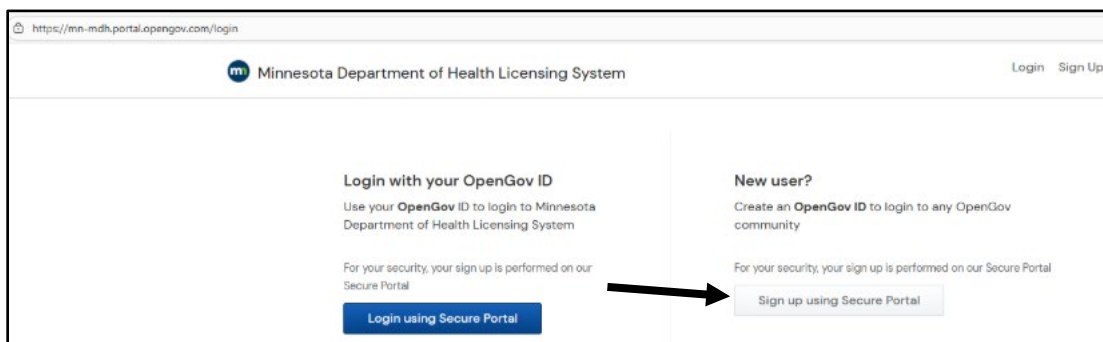
You can now submit notifications, permits, and records using the [Minnesota Department of Health \(MDH\) Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/).

### Topics included in this reference

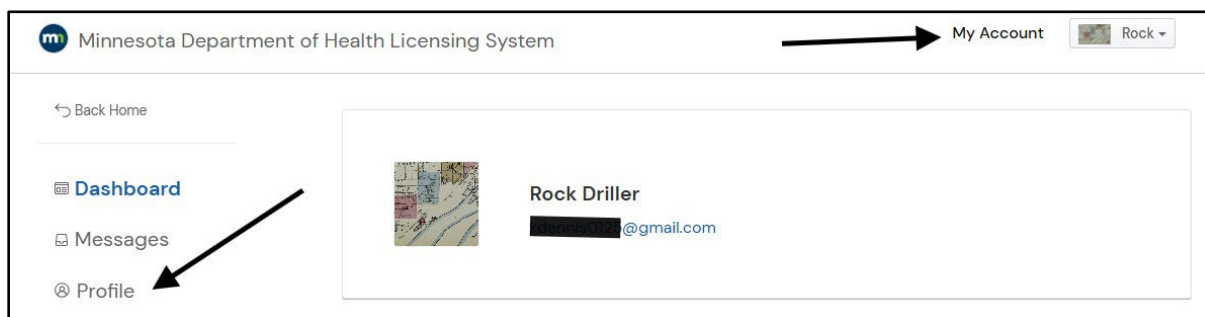
- [Getting Started](#)
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### Getting started

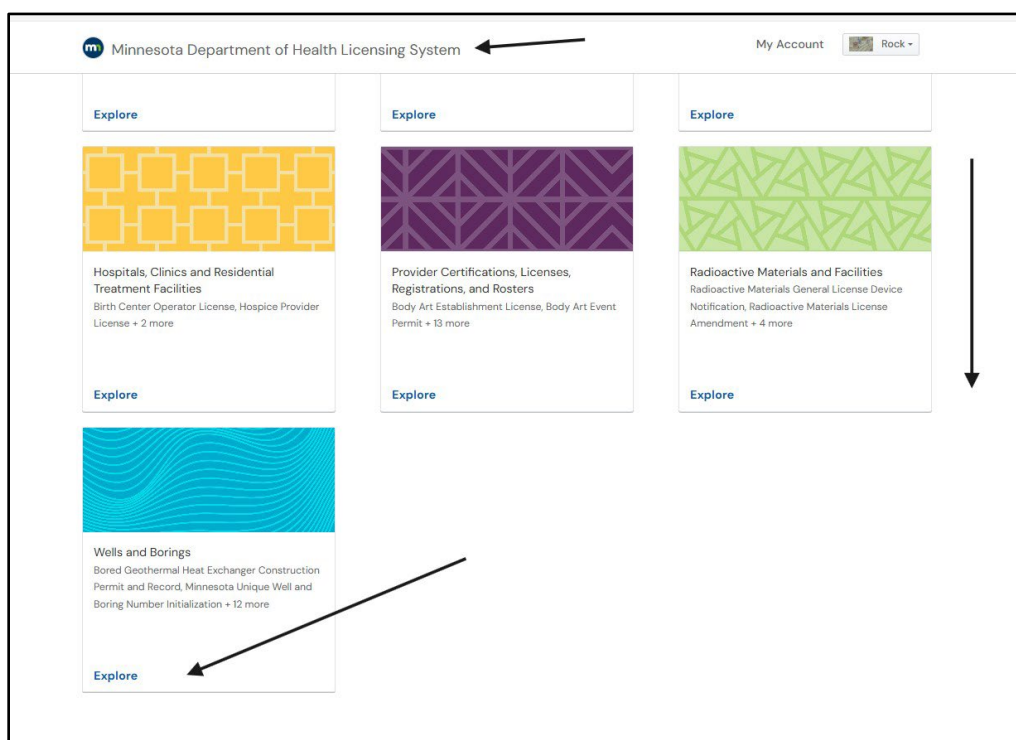
1. Go to the [Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/).
  - Bookmark and save this link in your Favorites for future quick and easy access.
2. Account Created: Select “Login” or “Sign Up” in the upper right of the page.



3. No Account: Select “Sign up using Secure Portal” button and enter your email address. If you do not already have an account, create a password and select “Sign Up.”
4. Select “My Account,” and your dashboard will appear. Here you can see documents associated with your accounts. You can see applications that you have submitted, see payments that you have made, and messages that you have received. Select “Profile,” and verify or update your personal profile information.



5. Then click on the Minnesota Department of Health Licensing System and scroll down until you see Wells and Borings. Select “Explore.”

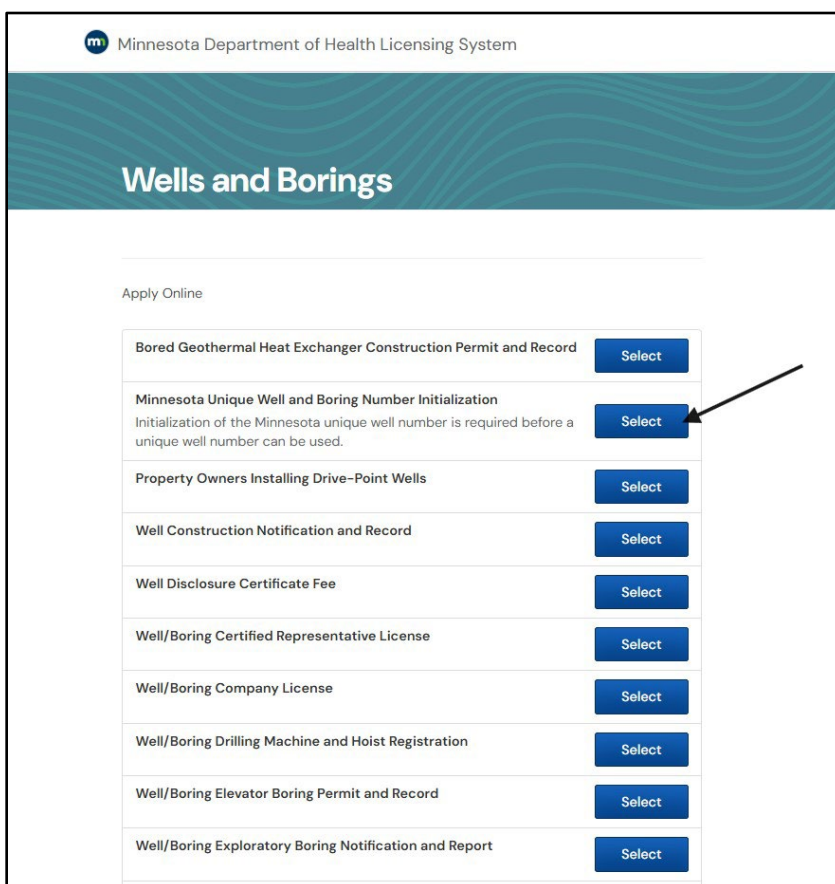


6. This will allow you to see all applications available.

## Do first! Minnesota unique well and boring number initialization (IWB)

- Before submitting a construction or sealing notification or permit, you will need to initialize the Minnesota Unique Well Number for the well or boring. This process is required before you can submit most construction or sealing notifications or permits. **Please note that you do not have to complete this process for temporary borings or bored geothermal heat exchangers or before submitting a variance application.**
- You will be asked to provide a Minnesota Unique Well Number for new constructions. You can get these numbers from the forms provided to you by MDH. When sealing a well, you will be asked if a unique well number exists for that well. If there is a six-digit unique well number associated with the well that is being sealed, please provide it during the initialization process. If there is not a unique well number associated with this well, then please leave the unique number field blank. It will be assigned a 3 billion series number. You can type the IWB number into the sealing notification.

1. Select **Wells and Borings** on the home page of [Minnesota Department of Health Licensing System](https://mn-mdh.portal.opengov.com/) and scroll down to **Wells and Borings**. Select **“Explore.”** Then select **“Minnesota Unique Well and Boring Number Initialization”** to start the initialization process.



2. During the initialization process you will need to verify that that you are not a delegated well program. Select “No” in the drop-down menu. Currently, ten boards of health (covering eight counties and two cities) have responsibility for wells within their jurisdictions. These delegated programs provide local permitting and inspection of well construction and sealing. Please note if you are working within their jurisdictions, you will need to submit notifications/permits and records to the program. For a list of Delegated Well Programs, please see [Delegated Well Programs](https://www.health.state.mn.us/communities/environment/water/wells/delegated.html) (<https://www.health.state.mn.us/communities/environment/water/wells/delegated.html>).
3. You will need to provide the proposed well/boring location information and the property owner information. All required fields must be filled out. If for example the well owner does not have an email address, put “Unknown” but do not leave it blank. You will not be able to move forward if you leave fields blank.
4. You can edit any of these fields before you submit the initialized number. Once you have confirmed all the information is correct, select “Confirm and Submit.” Once you submit, you will not be able to go back and edit your submission.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

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Confirm and Submit >

5. Make sure you write down or document the Minnesota Unique Well and Boring Number Initialization for the next step. You will also receive an email with the IWB number, and the data will be in your online account.

## Requirements by Well/Boring Type

Click on Wells and Borings on the home page of [Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/) and scroll down to Wells and Borings. Select “Explore.” Then select the application type to start.

1. **Bored Geothermal Construction Permit and Record (BGHE):** BGHE is a type of closed-loop geothermal system where polyethylene piping is installed in bore holes that are vertically or directionally drilled and heat transfer fluid is circulated through the piping. A BGHE permit must be received and approved by MDH prior to the start of construction.
  - NOT required to complete “Minnesota Unique Well and Boring Number Initialization” before filling out the permit application.
  - Applicants will be notified via email when the permit has been approved.
  - Records will have to be renewed to upload the construction record.
2. **Property Owners Installing Drive Point Wells:** Completed by the property owner for drive-point wells constructed on their own property.
  - Required to complete the Minnesota Unique Well and Boring Number Initialization first.
3. **Well Construction Notification and Record (WCNR):** Use this record type for submitting construction notifications for water-supply wells, environmental wells, and dewatering wells. Multiple wells can be added to the notification if they are for environmental well or dewatering wells sites.
  - Required to complete the Minnesota Unique Well and Boring Number Initialization first. Environmental wells and dewatering wells sites will require that **each well is initialized**. Please use a 6-digit Minnesota unique number per well.
  - Records will have to be renewed to upload the construction record and water quality results. Unsuccessful well records can be uploaded when you upload the construction records.
4. **Well/Boring Elevator Boring Permit and Record:** A boring constructed to install an elevator hydraulic cylinder. An elevator boring permit must be received and approved by MDH prior to the start of construction.
  - Required to complete the Minnesota Unique Well and Boring Number Initialization first. Each proposed elevator boring will need to be initialized. Please use a 6-digit Minnesota unique number per boring.
  - Applicants will be notified via email when the permit has been approved.

- Records will have to be renewed to upload the construction record.
5. **Well/Boring Exploratory Boring Permit and Record:** Exploratory boring means a surface drilling done to explore or prospect for oil, natural gas, apatite, diamonds, graphite, gemstones, kaolin clay, and metallic minerals, including iron, copper, zinc, lead, gold, silver, titanium, vanadium, nickel, cadmium, molybdenum, chromium, manganese, cobalt, zirconium, beryllium, thorium, uranium, aluminum, platinum, palladium, radium, tantalum, tin, and niobium, and a drilling or boring for petroleum. One notification is submitted per exploratory boring.
- Required to complete the Minnesota Unique Well and Boring Number Initialization first. Each proposed exploratory boring will need to be initialized. Please use a 5-digit Minnesota unique number per boring.
  - Records will have to be renewed to upload the Exploratory Boring Sealing Report for both temporary and permanently sealed exploratory borings.
6. **Well/Boring Groundwater Thermal Exchange Device Permit (GTED):** GTED is a heating or cooling device that depends on extraction and reinjection of groundwater from an independent aquifer to operate and includes a water-supply well used to withdraw or inject water. A GTED permit must be received and approved by MDH prior to the start of construction.
- Required to complete the Minnesota Unique Well and Boring Number Initialization for proposed wells. Existing wells should be searchable by the six-digit unique well number.
7. **Well/Boring Sealing Notification and Record (WSNR):** Use this record type for submitting sealing notifications and records for water-supply wells, environmental wells, dewatering wells, and temporary borings. Temporary borings located on the same site can be included on the same sealing notification.
- Use this record type to submit sealing records for borings that don't require notifications, like elevator borings, BGHEs, and temporary borings less than 25 feet in depth.
  - Required to complete the Minnesota Unique Well and Boring Number Initialization first. However temporary borings are EXEMPT from Initialization, because they do not receive a Minnesota Unique Well Number.
  - You will need to initialize the Minnesota Unique Well Number using the Minnesota Unique Well and Boring Number Initialization in MDH Licensing System before completing the sealing notification and record, if the Minnesota Unique Well Number is not already entered into the system.
  - If you are unable to find the Minnesota Unique Well Number or you are sealing a pre-code well, please leave the Minnesota Unique Well number field blank. MDH will assign the well a 3-billion series number if needed. You can enter the IWB number when there is not a unique well number.
  - Records will have to be renewed to upload the sealing record.
8. **Well/Boring Submerged Closed Loop Heat Exchanger Permit (SCLHE):** SCLHE is a heating and cooling device that is installed in a water-supply well.
- Required to complete the Minnesota Unique Well and Boring Number Initialization for proposed wells. Existing wells should be searchable by the 6-digit unique well number.
9. **Well/Boring Variance Request:** An official request for an exemption from a rule requirement. A variance approval must be granted in writing.

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- NOT required to complete “Minnesota Unique Well and Boring Number Initialization” before filling out the variance application.
- Please note you will receive a system-generated email indicating a decision has been issued under the “Mark Review Decision” step. Until you receive an email from MDH staff indicating the decision document has been uploaded, and the “Issue Final Document” step is marked complete, the decision has not yet been issued.

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*To obtain this information in a different format, call:651-201-4600*