



## DELAWARE COUNTY HEALTH DEPARTMENT

### Environmental Health Division

### Transfer of Permits

The following information is necessary to process a Permit Transfer:

1. A written letter address to the Delaware County Health Department, signed by the individual/individuals shown as the applicant on the permit. The request must be an original - photocopies and carbon copies will not be accepted.
2. Include the following information on the request:
  - Permit Number
  - Municipality
  - Subdivision Name & Lot Number (if applicable)
  - Name, Address, & Telephone Number of Person (s) to whom the permit will be transferred
3. In the Case of Sewage Permits
  - The Permit and a copy of the well application must be submitted with the written request for transfer.

The fee for transfer \$71.00 for each permit. Please make check or money order payable to the Delaware County Health Department.

If the original permit with attached papers is unavailable, an additional fee of \$95.00 is required in order to obtain duplicate copies.

Any request that does not contain this information will be returned as incomplete.