



*The mission of the Health Department of Northwest Michigan is to serve our entire community and to achieve health equity by promoting well-being, preventing disease, and protecting the environment through partnerships, innovation, and excellence in public health practice.*

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March 25, 2020

To: Environmental Health Clients,

This letter is to inform you that, in observance of Governor Whitmer's Executive Order 2020-21, the Environmental Health Division of the Health Department of Northwest Michigan will be closed for all non-emergency activities beginning today through April 13<sup>th</sup>, unless changed by another executive order. **The only Environmental Health services being completed at this time are those that are necessary to sustain or protect life or constitute an imminent threat to public health.** All other applications will be processed, and placed into pending until normal business operations resume. Please be aware that many of our Environmental Health staff are being directed to assist with our COVID-19 response efforts, which may cause delays in service delivery.

If you are experiencing a well and/or septic system emergency, call 231-547-6523. If you call and no one answers, please leave a message with your name, phone number, and the nature of your emergency and someone will return your call within 24 hours. We are still accepting applications for non-emergency activities by mail, fax, and email. For applications received by email and fax, please make sure you have a valid contact number listed so we can contact you for credit card payment over the phone. All applications received via mail must include a check payable to HDNW. Well and septic system permit applications, along with the fee schedules, can be found on-line at <http://nwhealth.org/permits.html>. Contact information can be found below:

**Contact Information**

Phone: 231-547-6523

Fax: 231-547-6238

Email: [c.birdsall@nwhealth.org](mailto:c.birdsall@nwhealth.org)

In addition to the well and septic system permit applications, all other departmental services can be found on our website at <http://nwhealth.org/index.html> and on our Facebook page at <https://www.facebook.com/nwhealthdepartment/>.

Thank you for your understanding and cooperation during this unprecedented time in our lives.

Sincerely,

Scott Kendzierski, REHS, MS  
Director of Environmental Health Services  
220 W. Garfield Ave.  
Charlevoix, MI 49720