



# OHIO DEPARTMENT OF HEALTH

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John R. Kasich/Governor

Richard Hodges/Director of Health

**DATE:** October, 2016

**TO:** Private Water Systems Contractors

**FROM:**  Rachel L. Townsend, R.S. Administrator, Residential Water and Sewage Program  
Bureau of Environmental Health and Radiation Protection

**SUBJECT:** **2017 Registration for Private Water Systems Contractors**

Enclosed please find the 2017 application and bond forms, complete with instructions, for registering as a private water systems contractor in Ohio. If you or your company were registered in 2016 as a private water systems contractor, please be advised that in order to continue your registration, the enclosed 2017 forms must be completed and returned, along with a **\$250.00 registration fee**.

If you do not submit your year 2017 registration information by December 31, 2016, your current registration will automatically expire in accordance with Ohio Administrative Code 3701-28-18 (C)(3).

If your registration **EXPIRES** or you are a **NEW REGISTRANT**, you or your company **MAY NOT LEGALLY DO BUSINESS** as a private water systems contractor until such a time as a 2017 registration is issued.

Any private water system that is constructed, altered or repaired must be in compliance (or brought into compliance) with the current rules or any subsequent revisions. **New applicants will receive a copy of the rules with their registration application packet.** The rules can also be found on the Department's website at: <http://www.odh.ohio.gov/en/rules/final/3701-20-29/f3701-28>

**CONTINUATION CERTIFICATES ARE NOT ACCEPTABLE!** Contractors must include a **State of Ohio Registration Bond in the amount of \$10,000 for each year they renew their registrations.** New contractors are required to submit a registration bond of \$20,000 for the first three years of registration, and Contractors who have had their registration suspended are required to submit a \$20,000 bond for three years.

The documents required to register include: 1) a completed **Ohio Department of Health 2017 Annual Private Water Systems Contractor Application for Registration** form; 2) an original **State of Ohio 2017 Registration Bond Private Water Systems Contractor** and its associated 3) **Power of Attorney**; 4) **proof of \$500,000 General Liability Insurance**, and 5) a **\$250.00 registration fee** payable by **check or money order** written to Treasurer, State of Ohio (OR a \$500.00 registration fee payable for registration applications submitted after starting work on a private water system in 2017 as required in Ohio Administrative Code Rule 3701-28-18(B)(1)(a)). **Failure to include any of the five documents listed above will prevent the processing of your 2017 registration.**

Should you have any questions about registration, please contact the Residential Water and Sewage Program at (614) 644-7558 or at [BEH@odh.ohio.gov](mailto:BEH@odh.ohio.gov).