OHIO DEPARTMENT OF HEALTH
APPLICATION INSTRUCTIONS
2013 PRIVATE WATER SYSTEMS CONTRACTOR REGISTRATION

A. WHO MUST REGISTER:

All companies or **self-employed individuals not employed by a company**, in the business of constructing, developing, installing, disinfecting, treating, inspecting, abandoning, servicing or altering all or any part of a private water system, as defined in the Ohio Administrative Code Chapter 3701-28-01(QQQ), must **annually** register with the Ohio Department of Health. Examples of private water systems contractors whose work requires registration includes: well drillers; pump installers; cistern installers; spring developers; pond installers; well sealing; and those who inspect private water systems for compliance with OAC Chapter 3701-28, or collect samples from and interpret the results, or offer advice concerning the correction of problems identified by sampling; or doing work on a private water system prior to the discharge side of any pressure tank or other storage vessel.

Property owners are required to register as a private water systems contractor to construct, alter or seal their private water system which includes wells, springs, ponds, cisterns and hauled water storage tanks used for drinking water supplies. Property owners must complete a registration form, and submit the registration fee. Property owners who are constructing their own system must obtain a surety bond. Owners altering or sealing the private water system for their home are exempt from the bonding requirements and may only perform work on residences they own. **Please see the homeowner instructions and registration application for more information**.

Registration is not required of any person who performs labor or services as an employee under the direct supervision of a registered contractor, or any person who aids the owner with this work without compensation. Direct supervision means that a registered water system contractor instructs and controls the person claimed to be supervised, the person is an employee of the registered contractor, and that the registered water system contractor is responsible for the actions of that person and is reasonably available if and when needed, even though such registered water systems contractor may not be physically present at the work site.

What is the registration period?

The private water systems contractor registration is an annual registration that is valid from January 1 to December 31 of each calendar year. Contractors or property owners that register after January 1 will have a registration that is valid from the date of processing and confirmation of the completed application through December 31 of the same calendar year.

B. HOW TO COMPLETE THE ATTACHED APPLICATION FORM:
(Please print legibly, or open the form in Adobe Acrobat Reader, complete the form and print.)

1. **General Information** - Application for registration must be made on the 2013 Annual Private Water Systems Contractor Application for Registration form. **This form is available in a PDF format at http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/main.aspx.** Adobe Acrobat Reader may be used to open, complete, save and print the form. Requested information on the application form must be filled in **completely and correctly** by the applicant or the application will be held for additional information or returned for completion. An example of a completed form may be viewed and downloaded at the program website listed above.
2. **Registration Number** - For renewal of a prior registration, fill in the contractor's permanent registration number in the upper left-hand corner of the form. **New applicants, please leave blank.**
3. **Company Information** - Each contractor should complete the **company information** boxes by filling in the company name, owner's name, address, city, state, zip code, county, telephone number, fax

number (if any), and email address (if any) of the company applying for registration. When the company applying for registration is an individual, a partnership, corporate or other business association, the owner, partner, officer or the company's responsible full-time employee shall be the company's representative to register on the company's behalf. Complete the **representative's information**, by filling in the name of the selected representative, or contact person of the company.

4. **Registrant Categories of Work** - Check the appropriate box or boxes on the form indicating the systems on which your company works; the drilling method, if your company drills wells; the type of work your company does; and Inspection services, if your company provides them.
5. **Five Year Construction Inspection** - Recent revisions to the rules have changed the inspection period from once each year to once every five years. You now have five years to obtain your construction inspection. This inspection requirement applies to all registered contractors. If your construction inspection was obtained in 2012, please check the box in this section and attach your inspection form. A box is provided for any special notes or information you may need to provide.
6. **Proof of General Liability Insurance** – Check this box and include the proof of $500,000 general liability insurance with your application.
7. **Registration/Licensure in Other States** – If you are registered or licensed in another state, please check the "yes" box. If you check yes, please list the state, identifying number, type of registration or license if applicable, and the expiration date of the license or registration.
8. **Signature Box** – At the bottom of page 1, have the designated representative sign and date the application on the **Representative (signature)** line in the gray box.
9. **Terms and Conditions of Registration** – Please carefully read the terms and conditions of registration. As a registered applicant, you are fully responsible for reading and understanding the requirements of Chapter 3701-28 of the Ohio Administrative Code.
10. **Signature Box and Date** – On page 2, please be sure to date and sign the application in the gray box. The application must be signed by the company owner or representative. Unsigned applications will be returned to you and your application will not be processed.
11. **Final Steps** – Upon completion of the form using Adobe Acrobat Reader, click on the print form button at the top right of the form and print the form. You may save the form for your files using the "Save As" option on the drop down File menu and type in a new file name. After printing the completed form, sign and date the form in the required gray boxes on pages 1 and 2. You may also complete the form by hand using a blue or black pen. Place the 1) completed **Ohio Department of Health 2013 Annual Private Water Systems Contractor Application for Registration form**; 2) **original State of Ohio 2013 Registration Bond Private Water Systems Contractor** with its accompanying 3) **Power of Attorney**; 4) **Proof of $500,000 General Liability Insurance**; 5) **check or money order for the $250.00** application fee (**$500.00 late registration fee** if applying for a registration after starting work on a private water system without a 2013 registration or the application packet postmarked by December 31, 2012), made payable to Treasurer, State of Ohio, and a copy of a Private Water System Contractor Inspection, if an inspection was obtained in 2012. Mail the packet to:

    Ohio Department of Health
    BEH Private Water Systems
    P.O. Box 15278
    Columbus, Ohio 43215-0278

    Question, Problems or Need Help???
    Contact the Residential Water and Sewage Program at (614) 466-1390 and tell the receptionist that you need assistance with a private water systems contractor registration, or email us at BEH@odh.ohio.gov.

    Forms, instructions, and examples of completed forms are posted on the Private Water Systems website at **http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/main.aspx**.