



OHIO DEPARTMENT OF HEALTH

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John R. Kasich/Governor

Richard Hodges/Director of Health

DATE: October, 2014

TO: Private Water Systems Contractors

FROM: Rebecca Fugitt, R.S. Administrator, Residential Water and Sewage Systems Program
Bureau of Environmental Health

SUBJECT: **2015 Registration for Private Water Systems Contractors**

Enclosed please find the year 2015 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 2014 as a private water systems contractor, please be advised that in order to continue your registration, the enclosed year 2015 forms must be completed and returned, along with a **\$250.00 registration fee**.

If you do not submit your year 2015 registration information by December 31, 2014, your current registration will automatically expire in accordance with Ohio Administrative Code 3701-28-20 (C)(3). **IF YOUR REGISTRATION EXPIRES, OR IF YOU ARE A NEW REGISTRANT, YOU OR YOUR COMPANY MAY NOT LEGALLY DO BUSINESS AS A PRIVATE WATER SYSTEMS CONTRACTOR IN OHIO UNTIL SUCH TIME THAT A 2015 REGISTRATION IS ISSUED TO YOU.**

Please be advised that substantial changes were made to Ohio Administrative Code Chapter 3701-28 governing private water systems in Ohio. Revisions to the private water systems rules became effective on April 1, 2011. Any new private water systems constructed, altered or repaired after this date must be in compliance with the new 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/odhprograms/eh/water/PrivateWaterSystems/PWSRules.aspx>.

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 2015 Annual Private Water Systems Contractor Application for Registration** form; 2) an original **State of Ohio 2015 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 2014 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 2015 registration.**

A copy of a Private Water Systems Contractor Inspection report should be included in your registration packet, if an inspection was done in 2014. OAC 3701-28-04 (F) requires that each Private Water Systems contractor be inspected once every five years. ODH will be conducting inspections of Private Water Systems contractors that construct systems, and local health districts will be conducting inspections of all other contractors.

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