



OHIO DEPARTMENT OF HEALTH

246 North High Street
Columbus, Ohio 43215

614/466-3543
www.odh.ohio.gov

John R. Kasich/Governor

Lance Himes/Director of Health

DATE: October 2018

TO: Private Water Systems Contractors

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

SUBJECT: **2019 Registration for Private Water Systems Contractors**

Enclosed please find the 2019 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 2018 as a private water systems contractor, please be advised that in order to continue your registration, the enclosed 2019 forms must be completed and returned, along with the other required documents and registration fee.

If you do not submit your complete year 2019 registration information by December 31, 2018, 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 2019 registration is issued.

New for the 2019 registration year:

1. To register as a private water systems contractor for the 2019 registration year in anything other than your company owner's given name (as would be found on a driver's license or State identification card) you are required to provide proof of a business or trade name filing with the Ohio Secretary of State. To file your business name, fictitious or trade name with the Ohio Secretary of State, contact them at 614-466-3910 or 1-877-767-3453 ext. 1. Instructions for filing with the Ohio Secretary of State are located on their website at <https://www.sos.state.oh.us/businesses/information-on-starting-and-maintaining-a-business/frequently-asked-questions/#gref>.
2. **If the company does not have an active business name filing with the Ohio Secretary of State**, only the company owner's given name, as it appears on the driver's license or State identification card, shall be used as the legal company name on the application, registration bond, and certificate of liability insurance. A copy of the driver's license or State identification card must be submitted with the application.

If the Company Owner a United States Armed Forces service member or veteran, or the spouse or surviving spouse of a service member or veteran your registration application is eligible for priority expedited processing. Acceptable proof of service member or veteran status must be included with the complete application.

Applications with missing or conflicting information will not be processed for registration until complete and accurate information is submitted.

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.

**OHIO DEPARTMENT OF HEALTH
APPLICATION INSTRUCTIONS
2019 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, evaluating, abandoning, servicing, repairing or altering all or any part of a private water system, as defined in the Ohio Administrative Code Chapter 3701- 28-01, 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; plumbers working on any portion of a private water system, and those who inspect private water systems for compliance with OAC Chapter 3701-28, or collect samples from a private water system and interpret the results, or offer advice concerning the correction of problems identified by sampling; or performing work on a private water system prior to the discharge side of any pressure tank, other storage vessel, continuous disinfection or other point-of-entry health based treatment system.

Property owners who intend to work on the private water system on a property they own, must contact their Local Health District or the Ohio Department of Health Private Water Systems program about the requirements for registration.

What is the registration period?

The annual registration 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 2019 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 is needed to open, complete, print and save the form. Requested information on the application form must be filled in **completely and correctly** by the applicant or the application will be held pending the submission of all required information or returned for completion.
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 shall complete all **company information** as applicable by filling in the boxes and appropriate checkboxes.
 - a. **Legal Company Name** - The legal name is the name that is documented as an active business with the Ohio Secretary of State. This shall also be the name used on the Surety Bond. If your company has not filed with the Ohio Secretary of State, then the legal name is the company owner's given name as documented on the driver's license or State identification card;
 - b. **Fictitious or trade name (if any)** as recorded with the Ohio Secretary of State;
 - c. **Company Address, City, State, Zip code;**
 - d. **County** - The county in which the business is located;
 - e. **Telephone number** - The telephone number should be the main phone number for the
 - f. company in which you are applying for registration;
 - g. **Fax number** (if any);
 - h. **Company Owner or Representative**. Complete the representative's information, by filling
 - i. in the name of the selected representative or contact person of the company.
 - j. **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.
4. **Ohio Secretary of State Registration** - **Submit a copy of all current Ohio Secretary of State certificates for the company business filing, fictitious or trade name registration (as applicable) with this application or it will be considered incomplete. If the company does not have an active business name filing with the Ohio Secretary of State, only the company owner's given name shall be used as the legal company name and a copy of the driver's license or State identification card shall be submitted.**

5. **Service Members or Veterans** - Check the appropriate box to show your or your spouse's status as a service member or veteran. If "Yes" is checked, proof of service member/veteran status must be submitted with your application to receive priority expedited processing of your application. Acceptable proof of service member/veteran status documents are: Department of Defense identification card (active, retired, temporary disability retirement list (TDRL)); DD214 military discharge certificate indicating disposition of discharge; Report of separation from the national archives national personnel records center in St. Louis, Missouri; or Veterans identification card from the department of veterans affairs. All acceptable proof documents, except veterans identification card, must show the veteran status as honorable, general, general under honorable conditions, or discharged or released under conditions other than dishonorable. submit a copy of Department of Defense identification card, DD214 - Military discharge certificate, report of separation from the National Archives National Personnel Records Center, or Department of Veterans Affairs veterans identification card.
6. **Registrant Categories of Work** - Check all appropriate boxes in this section 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 provided, if applicable.
7. **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.
8. **Signature Box and Date** –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.
9. **Final Steps** – Upon completion of the form, submit the application with the following:
 - 1) Completed Ohio Department of Health 2019 Annual Private Water Systems Contractor Application for Registration form;
 - 2) Copies of all applicable Secretary of State Business Filing certificates or State ID/driver's license showing the legal name;
 - 3) Proof of service member or veteran status, as applicable;
 - 4) The original State of Ohio 2019 Registration Bond Private Water Systems Contractor with its accompanying;
 - 5) Power of Attorney;
 - 6) Proof of \$500,000 General Liability Insurance;
 - 7) Check or money order for the **\$250.00** registration fee **OR \$500.00 registration fee** for registration applications submitted after starting work on a private water system in 2019 as required in Ohio Administrative Code Rule 3701- 28-18. Make payment payable to **Treasurer, State of Ohio**, and
 - 8) 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) 644-7558 and tell the sanitarian that you need assistance with a private water systems contractor registration, or email us at BEH@odh.ohio.gov.

Forms and instructions are posted on the Private Water Systems website at:

<http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/main.aspx>.

Registration Number

**Ohio Department of Health
2019 Annual Private Water Systems Contractor
Application for Registration**

Is the Company Owner a United States Armed Forces service member or veteran, or the spouse or surviving spouse of a service member or veteran? ☐ Yes ☐ No If yes, see page 2 for documents to submit for priority expedited processing.

Legal Company Name

Fictitious or Trade Name (if any)

Company Address

PO Box

City

State

Zip

County

Phone

Fax

Company Owner or Representative

Company E-mail

The legal company name is the name that is documented as an active business with the Ohio Secretary of State. If your company has not filed with the Ohio Secretary of State, then the legal name is the company owner's given name as documented on the driver's license or identification card. All applicable documents must be submitted with this application. An application with inaccurate or incomplete information will not be accepted until corrections are made.

Registrant Categories of Work (please check all that apply to your business, must check at least one)

Systems on which you work:

☐ Wells ☐ Ponds ☐ Springs ☐ Cisterns ☐ Hauled Water Storage Tanks ☐ EPA Public Water Systems

Type of Well Drilling method, if you drill wells:

☐ Cable Tool ☐ Rotary ☐ Bucket Auger ☐ Point Well ☐ Other: _____

Type of work you do:

☐ Construction ☐ Sealing/ Abandonment ☐ Rehabilitation/Disinfection systems ☐ Pump/Distribution systems
☐ Water Treatment/Continuous Disinfection systems

Inspection Services

☐ Downhole Camera If checked, may we list you as a service provider on the ODH web site? ☐ Yes ☐ No
☐ Private water systems inspections

The applicant for registration as a private water systems contractor agrees to the following terms and conditions of registration:

1. I/we, have read and reviewed Chapter 3701-28 of Ohio Administrative Code and understand the provisions contained therein.
2. I/we, the undersigned, hereby agree to comply with the state private water system rules, Chapter 3701-28 of the Ohio Administrative Code.
3. I/we, assert that I/we have adequate experience and knowledge to comply with the requirements Chapter 3701-28 of the Ohio Administrative Code.
4. I/we, assert that I/we are not using this registration application to aid or abet an unregistered person to evade the requirements of registration under section 3701.344 of the Ohio Revised Code, that I/we will not allow this registration to be used by an unregistered person, or am acting as an agent, partner, or associate of an unregistered person with the intent to evade the provisions of Chapter 3701-28 of the Ohio Administrative Code.
5. I/we, also acknowledge that registration may be suspended, revoked or denied for violation of any provisions of these rules.
6. I/we also understand that a registration expires on **December 31** of each year unless earlier revoked or suspended, and that annual application for registration must be made to the Ohio Department of Health.

This registration expires on December 31, 2019.

I hereby certify that the information provided is true and accurate.

Signature of Company Owner or Representative (required):

Date:

Notice to Applicant – Required Information to Process Your Application

All application packets must be mailed with the following documents and funds:

1. This **Ohio Department of Health 2019 Annual Private Water Systems Contractor Application for Registration** form completely filled out, signed and dated;
2. Copies of all applicable Secretary of State Business Filing certificates, or Copy of the driver's license or State identification card if you do not have an active business or name filing with the Ohio Secretary of State;
3. Proof of service member or veteran status, as applicable;
The acceptable proof of service member/veteran status documents are: Department of Defense identification card (active, retired, temporary disability retirement list (TDRL)); DD214 military discharge certificate indicating disposition of discharge; Report of separation from the national archives national personnel records center in St. Louis, Missouri; or Veterans identification card from the Department of Veteran's Affairs. All acceptable proof documents, except veteran's identification card, must show the veteran status as honorable, general, general under honorable conditions, or discharged or released under conditions other than dishonorable.
4. The **original State of Ohio 2019 Registration Bond Private Water Systems Contractor** (see bond instructions/requirements).
5. The **Power of Attorney** associated with the 2019 Registration Bond
6. **Proof of \$500,000 General Liability Insurance**
7. 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 2019 as required in Ohio Administrative Code Rule 3701-28-18(B)(1)(a).
8. Copies of all current Ohio Secretary of State certificates for company business filing, fictitious name registration, and/or trade name registration (as applicable) if there is an active business filing with the Ohio Secretary of State.

NOTE: Incomplete packets will be held and not processed until all required information is received.

Registration Due Dates: January 1, 2019

1. All completed application packets must be received by January 1, 2019.
2. Please note that if you were registered for 2018 and your complete application packet is received by January 1, 2019, under the Ohio Administrative Code, you may continue to work until your application is processed.
3. **If your application is not received by January 1, 2019, you must cease all work until a completed application packet is submitted for processing and you receive written notice of your renewal from the Department.**

Registration Mailing and Contact Information:

Mail completed packets to:

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

Questions or need forms??

Contact the Residential Water and
Sewage Program at (614)644-7558
or email at BEH@odh.ohio.gov

Forms, instructions and more information are posted at the program website at:

<http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/main.aspx>.

***INSTRUCTIONS* TO BONDING COMPANY FOR EXECUTION OF THE 2019 PRIVATE WATER SYSTEM CONTRACTOR REGISTRATION BOND**

General Information

- All applicants must use the State of Ohio Registration Bond Form. Homeowners are required to obtain a \$20,000 bond if they are constructing their own private water system.
- The 2019 Private Water Systems Contractor Registration Bond is available in a PDF format and is on the ODH website at <http://www.odh.ohio.gov/odhprograms/eh/water/PrivateWaterSystems/main.aspx> or by contacting the Ohio Department of Health Private Water Systems Program at BEH@odh.ohio.gov. Adobe Acrobat Reader may be needed to open, complete, save and print the form.
- Continuation or Renewal Certificates are not accepted.
- All information on the bond form must be complete and correct.
- Legal company names must match exactly with the Ohio Secretary of State business filing. If the business does not have a current business filing with the Ohio Secretary of State, the legal company name must be the owner's name as it appears on the driver's License or State identification card.
- **SUBMIT ORIGINALS ONLY with all required signatures and seals. PHOTOCOPIES or FAXES WILL NOT BE ACCEPTED.**
- Please follow the steps below, and submit all documents as listed below in item #13.
- **THE REGISTRATION BOND must be for the amount of**
 1. **\$20,000** for each New contractor's registration year for the first three years of registration. Contractors who have had their registration suspended or have allowed their registration to lapse for greater than twelve months are also required to submit a \$20,000 bond for three years
 2. **\$10,000** for each Renewing contractor registration year after the initial three consecutive years of registration. The registration may not lapse for a period greater than twelve (12) months, otherwise, the registrant is considered a new registrant and must obtain a bond as required in paragraph 1.
 3. The Registration Bond Form is available as part of the 2019 Registration Application Packet on the ODH Private Water Systems Program website:
<http://www.odh.ohio.gov/odhprograms/eh/water/PWSRegistration/pwscRegistrationFormsmain.aspx>

Completing the Form

The bond form may be used in two ways. You may print the blank form and fill in the lines by hand with a blue or black pen, or, you may fill in the form using your computer and then print and save by clicking on the print button.

1. Fill in the bond number on the line provided in the upper left-hand corner of the bond form.
2. Check the appropriate box in the Company Ownership Status box, which is directly below the bond number box, for Individual ownership, Partnership ownership, or Corporation ownership.
3. Fill in the legal company name and address of the company applying for the registration bond on the first, second and third lines exactly as it appears on the registration form. **If the company has an active business name filing with the Ohio Secretary of State, the legal company name must match the business filing exactly. The legal company name must also exactly match the legal company name on the application form. If the company does not have an active business name filing with the Ohio Secretary of State, the company name must be the company owner's name as it appears on the driver's license or State identification card.**
4. List the name of the surety company on the line provided.
5. Check the box indicating the bond amount being provided on the appropriate bond form. Refer to the Registration Bond paragraph in the General Information section of these Instructions for more information.
6. Fill in the Bond Effective Date. This is the date the bond becomes effective for the 2019 calendar year and it must be December 31, 2018 or later.
7. Provide the following information at the bottom portion of the bond form:

- a) Legal name of the company applying for the bond. This must match the legal company name at the top of the form;
 - b) Signature of the person representing the company;
 - c) Name of the surety company;
 - d) Address, City, State, and Zip Code of the surety company;
 - e) Telephone number of the surety company;
 - f) Signature of the Attorney-in-Fact or Insurance Agent as applicable;
 - g) Impress or affix the Surety Company Bonding Corporate Seal in the space provided to the right of the Attorney-in-Fact Signature.
8. If completing the fill in form on the computer, print and save the completed form prior to applying signatures and seal.
 9. Upon completion of the printed bond form, **both the Private Water System Company Owner/Representative and the Attorney-in-Fact/Insurance Agent** must sign and date the form by hand using a blue or black pen in the required signature boxes at the bottom portion of the bond form.
 10. Apply or impress the seal of the Surety Company in the space provided.
 11. Attach the Power-of-Attorney form for the Attorney-in-Fact. The bond number must match the surety bond number.
 12. Prior to mailing the completed surety bond form, review the document for verification of all required information including the signature of the Company Owner or Representative, signature of the Attorney-in-Fact or Insurance Agent, and the Surety Company Corporate Seal.
 13. Mail the complete surety bond with the Registration Application by enclosing the following below:
 1. Completed 2019 Annual Private Water Systems Registration Application;
 2. Copies of all applicable Secretary of State Business Filing certificates;
 3. Proof of service member or veteran status, as applicable;
 4. Completed **2019 Registration Bond** with original signatures and corporate seal;
 5. **Power of Attorney** (POA) for the 2019 Registration Bond;
 6. Proof of no less than \$500,000 General Liability Insurance; and,
 7. Check or money order for the \$250.00 registration fee OR \$500.00 registration fee for registration applications submitted after starting work on a private water system in 2019 as required in Ohio Administrative Code Rule 3701- 28-18. Make payment payable to Treasurer, State of Ohio.

Mail Bond Packets to:

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

Questions, Problems or Need Help???

Contact the Private Water Systems Program
at (614) 644-7558
Or email us at BEH@odh.ohio.gov

Bond Number

State of Ohio
2019 Registration Bond
Private Water Systems Contractor

Registration Number

Owned by:

(Check One)

- ☐ individual
☐ partnership
☐ corporation

LEGAL COMPANY NAME:

MAILING ADDRESS:

MAILING ADDRESS 2:

CITY, STATE, ZIP:

As Principal, and Surety Company _____
is/are authorized to do business in the State of Ohio, as Surety. The Principal and Surety are bound to an aggrieved party in the sum of

☐ **ten thousand dollars (\$10,000)** ☐ **twenty thousand dollars (\$20,000)**

the payment of which is to be made as provided below. The Principal and Surety hereby bind to themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

Bond Effective Date:

The above Principal has applied to the Ohio Department of Health for a registration to be a private water systems contractor in the State of Ohio as provided in Ohio Revised Code (R.C.) 3701.344 (B)(3)) and Ohio Administrative Code (O.A.C.) 3701-28-18, The registration expires on **the 31st day of December, 2019.**

If the above Principal shall comply with all laws and rules relating to the construction, alteration, repair, service, or abandonment of private water systems, and any amendments thereto, and shall save and keep harmless the State of Ohio and any person who may be aggrieved by the violation of any of the aforesaid laws or rules from the consequence of any and all acts done by said Principal. This obligation shall remain in full force and effect until **December 31, 2019 and will be null and void after that date.**

PROVIDED, HOWEVER, that this Bond is executed subject to the following expressed conditions and limitations:

1. The Surety Company may cancel this Bond at any time by giving written notice to the Ohio Department of Health ninety (90) days prior to the effective date of cancellation in accordance with OAC rule 3701-28-18 (D)(2). Any such cancellation shall release the Surety from liability for any subsequent acts of the Principal; provided, however, the Surety shall remain liable for any and all acts of Principal covered by this bond up to the date of cancellation.
2. The aggregate of liability of the Surety Company shall in no event exceed the sum of this Bond, regardless of the number of claims that may be filed hereunder. The sum of this bond shall be available for payment of violations for the 2019 registration year.
3. This bond shall be for the benefit of any aggrieved party for damages incurred as a result of a violation of OAC Chapter 3701-28, as provided by OAC 3701-28-18 (B)(1)(b)

Legal Company Name

Signature of Company Owner/Representative
(required)

Surety Company Name:

Address:

City, State, Zip:

Surety Company Phone:

Attorney-in-Fact or Insurance Agent Signature
(required)

Instructions for preparation:

1. Impress/affix Seal of Surety Company
2. Attach corresponding Power-of-Attorney form for Attorney-in-fact
3. Make sure Principal (contractor company representative) signs in appropriate location.

(Place Bonding Corporation Seal Above)