

Darke County General Health District

E. L. Holman, DVM, MS, Health Commissioner



*Contributing to a Stronger
Healthier Community*

TO: SEWAGE TREATMENT SYSTEM INSTALLERS

FROM: TERRENCE L. HOLMAN, DVM, HEALTH COMMISSIONER
DARKE COUNTY GENERAL HEALTH DISTRICT
300 GARST AVENUE, GREENVILLE, OHIO 45331

DATE: November 22, 2016

SUBJECT: REGISTRATION FOR 2017

All current registrations for septic installers expire December 31, 2016.

Enclosed is the application for your **2017** registration. Currently, the registration fee is one hundred seventy-five dollars (**\$175.00**) annually for the calendar year or any part thereof, for each individual who is owner, part owner or member, and any part of whose duties are to perform excavating for or installations of sewage treatment systems, devices or equipment.

Please sign the application and return it to our office, with the appropriate fee, a copy of your bond that you submitted to the Ohio Department of Health, proof of completion of 6 continuing education hours during the previous calendar year, and proof of no less than \$500,000 general liability insurance coverage. If you have never registered before, then we need a copy of the certificate showing that you passed the test.

NOTE: A STATEWIDE BOND IS REQUIRED IN ORDER TO REGISTER IN DARKE COUNTY.

THIS IS A NON-REFUNDABLE, NON-TRANSFERABLE REGISTRATION.

PLEASE MAKE CHECKS PAYABLE TO THE DARKE COUNTY HEALTH DEPARTMENT.

NOTE: Each year we compile a list of registered installers. This list is then given, upon request, to any interested person requiring this service. If you desire to have your name appear on this list, please be sure you register prior to February 1, 2017.

There are currently registration requirements for Service Providers. If you are interested in registering as a Service Provider, these applications are available at the Health Department also.

Thank you for your cooperation.

(over)

HOLIDAY SCHEDULE:

Offices will be closed November 24th and 25th for the Thanksgiving Holiday.

Offices will be closed for Christmas from 2 pm December 23 through December 26th.

Offices will be closed for New Years from 2 pm December 30 through January 2, 2017.

FEE SCHEDULE:

Enclosed is the proposed fee schedule for 2017. There will be a hearing held on December 6, 2016 at 9:00 AM to discuss the proposed fee changes. This hearing will occur at the regularly scheduled Board of Health Meeting located at the Health Department, 300 Garst Ave, Greenville, OH.

You are welcome to attend the hearing or you may submit your comments in writing to the Board of Health and they will be reviewed at the meeting.

As per the Ohio Revised Code, the fees charged cannot exceed the costs to implement the program.

RULE INFORMATION:

The sewage rules are available on the Ohio Department of Health's website. Go to www.odh.ohio.gov, click on rules final, click on 3701-29 Household Sewage Treatment Systems to view the rules.

You may also visit the Health Department on Facebook or Twitter for event updates.

If you have any questions, please feel free to call the Health Dept. at 937-548-4196 ext. 209.

**APPLICATION FOR REGISTRATION TO INSTALL
HOUSEHOLD SEWAGE TREATMENT SYSTEMS
DARKE COUNTY GENERAL HEALTH DISTRICT
300 GARST AVE
GREENVILLE, OH 45331
Phone: 1-937-548-4196 Fax: 1-937-548-9654**

Business Name: _____ Date: _____
Name of Operator _____ ID #: _____
Street Address: _____ Fee: 175.00
City, State, Zip: _____
Phone: _____ Cell Phone: _____ Pager: _____ Fax: _____
E-Mail: _____
Bond Company: _____ Bond Expiration Date: _____

REGISTRATION EXPIRES DECEMBER 31st OF EACH YEAR

Applicant, hereby, agrees to comply with all rules and regulations governing the installation of sewage treatment systems, as adopted by the Darke County General Health District and the State of Ohio, and further attests that he is qualified for registration requested.

Registrant agrees to maintain and submit to the board of health such complete and accurate records and information that may be required for determining compliance with the rules.

Registrant agrees to maintain the required state bond and liability insurance. If the surety bond is canceled, the registrant shall immediately submit proof of new registration bond in accordance with the requirements of the sewage rules.

Registrant certifies they are in compliance with testing provisions and continuing education requirements of Section 3701-29-03 of the Ohio Administrative Code.

Registrant understands that the board of health may revoke or suspend a registration when the registrant fails to timely correct violations in compliance with the rules as in accordance with section 3718.08 of the Revised Code.

APPLICANT _____ DATE _____
(SIGNATURE)

(Office Use Only)

YEAR 2017 Registration Approved: _____ Registration Denied: _____ Insurance
Test Date: / / Score: _____ CEUs Attached Bond Attached
DATE _____ RECEIPT # _____ Received by: _____



THE DARKE COUNTY BOARD OF HEALTH ESTABLISHES FEES FOR THE FOLLOWING SERVICES: AUTHORIZED BY SENATE BILL 136 AND HOUSE BILL 700 AND SECTION 3709.09 OF THE OHIO REVISED CODE

October 11, 2016

EFFECTIVE: JANUARY 1, 2017

State Fees & Lab fees are not set by the local health department and are in addition to license fees.
 State Fees & Lab fees are subject to change by the State or Lab at any time.

HOME SEWAGE TREATMENT LOCAL + STATE = TOTAL FEE

Site Reviews:

Site review application for a new HSTS, SFOSTS, or GWRS	\$200.00	+	\$0.00	=	\$200.00
Site review for existing or replacement HSTS, SFOSTS, or GWRS	\$0.00	+	\$0.00	=	\$0.00

Installation Permits:

Permit for the new installation or replacement of an HSTS & GWRS	\$345.00	+	\$74.00	=	\$419.00
Permit for the new installation or replacement of an SFOSTS	\$355.00	+	\$74.00	=	\$429.00
Permit for the alteration of an existing HSTS & GWRS	\$300.00	+	\$35.00	=	\$335.00
Permit for the alteration of an existing SFOSTS	\$310.00	+	\$35.00	=	\$345.00

Operation Permits (O & M) :

Operation permit for 1st year no matter the system type	\$5.00	+	\$0.00	=	\$5.00
Operation Permit Renewal:					
Conventional (example: septic tank with leach bed) (5 year permit to be billed on inspecting year for next 5 year period)	\$75.00	+	\$0.00	=	\$75.00
Aeration, mound or other mechanical system (2 year permit) ***without service contract	\$100.00	+	\$0.00	=	\$100.00
***with service contract by approved service provider	\$10.00	+	\$0.00	=	\$10.00
NPDES Aeration wth service contract (1 year permit)				=	\$5.00
Dry wells & Sand filters: (3 year permit to be billed on inspecting year for next 3 year period)	\$100.00	+	\$0.00	=	\$100.00
Each additional re-inspection (as authorized by ORC 3718.02 and OAC 3701-29-09)	\$60.00	+	\$0.00	=	\$60.00

The operation permit fee for experimental systems will be based upon the type of system and the number of inspections necessary to complete the operation permitting requirements.

For a leachbed, drywell, sandfilter, or aeration system without a service contract: If the septic system has been pumped in the last operation period prior to operation permit expiration (not to exceed 5 years), then the homeowner may receive a \$25 reduction in the operation permit fee provided they submit receipt of pumping.

For home sale and land split request: Whereas, the O&M monitoring is not complete (they've paid: the Health Dept. has not done monitoring yet) or O&M completed within the last year (Health Department inspection deemed in compliance; must provide satisfactory pumping receipt dated within last year) (We would not have to go back out, just complete letter): The fee will be reduced by the amount paid previously for the O & M permit.

Special Service Inspections:

Special Service Sewage Only Inspection (Home Sales/ room edition/ refinance)	\$150.00	+	\$0.00	=	\$150.00
Sewage Inspection for Land split	\$200.00	+	\$0.00	=	\$200.00

Registrations:

Installer Registration	\$175.00	+	\$0.00	=	\$175.00
Service Provider Registration	\$175.00	+	\$0.00	=	\$175.00
Septic Hauler Registration	\$175.00	+	\$0.00	=	\$175.00
Plus permit fee for EACH additional truck	\$15.00	+	\$0.00	=	\$15.00
Scavenger site evaluation	\$75.00	+	\$0.00	=	\$75.00
Homeowner Installer Registration:	\$50.00	+	\$0.00	=	\$50.00
Homeowner Service Provider Registration:	\$50.00	+	\$0.00	=	\$50.00

Miscellaneous

Abandonment of a STS or GWRS	\$0.00	+	\$0.00	=	\$0.00
Application for a variance under OAC 3701-29-18	\$0.00	+	\$0.00	=	\$0.00
Site visit for variance request:	\$60.00	+	\$0.00	=	\$60.00
Special device/ product review OR EXPERIMENTAL CONCURRENCE	\$500.00	+	\$0.00	=	\$500.00

For sample collection there is a \$50 collection fee plus lab fees

***INSTRUCTIONS* TO BONDING COMPANY FOR EXECUTION OF THE
2017 SEWAGE TREATMENT SYSTEM INSTALLER, SERVICE PROVIDER, AND
SEPTAGE HAULER REGISTRATION BOND**

General Information

- All sewage treatment system installers, service providers and septage haulers must use the State of Ohio Registration Bond Form as per the requirements for contractor bonding in OAC rule 3701-29-03(C)(6), except as permissible in rule 3701-29-03(G) and (H) in the Ohio Administrative Code (OAC).
 - The 2017 Sewage Treatment System Registration Bonds for installers (single or multiple STS installations), service providers, and septage haulers are available in PDF format on the Ohio Department of Health website at <http://tinyurl.com/stsbondforms> or by contacting the Ohio Department of Health Residential Sewage Program at BEH@odh.ohio.gov. You must have Acrobat Reader to use the forms. The bond forms must be completed by a Surety Company or Insurance Agent.
- The Ohio Department of Health is the obligee for all surety bonds listed below in the Forms section.
- Surety bonds shall not be a continuation of the previous year's surety bond. **Continuation certificates will not be accepted;**
- All bond forms must be complete and accurate.
- **THE REGISTRATION BOND MUST BE FOR THE AMOUNT required in OAC rule 3701-29-03(C)(6)(e). (see Table 1 below)**

OAC rule 3701-29-03(C)(6)(e) Table 1. Contractor bonding requirements.

Number of systems (annually)	Installer		Service Provider		Septage Hauler	
	HSTS	SFOSTS	HSTS	SFOSTS	HSTS	SFOSTS
One system	Equal to system cost	\$25,000	N/A	\$25,000*	\$25,000	\$25,000
More than one system	\$40,000		\$25,000*		\$25,000	

* STS service provider bond requirement reduced to \$15,000 for service providers with dual registration as STS installer and STS service provider.

- **Submit ORIGINALS ONLY, with signatures, to the Ohio Department of Health. PHOTOCOPIES, FAXES, SCANS, OR EMAILS WILL NOT BE ACCEPTED.**

Forms

Beginning with the 2016 registration year, there are two Installer surety bonds:

- HEA Form 5439 – for multiple system installations and alterations (rev. 9/16);
- HEA Form 5448 – for only one system installation or alteration (rev 9/16).

Please note: new surety bond paperwork (with original signatures, seal, and power-of-attorney) will be required when a single installation bond is to be replaced for multiple installations. The replacement bond form for multiple installations (\$40,000) must be submitted to Ohio Department of Health before beginning work on a second installation.

In addition to the Installer bond forms, the following bond forms are designated for Service Providers and Septage Haulers:

- HEA Form 5438 – Service Provider Bond Form (rev 9/16);
- HEA Form 5440 – Septage Hauler Bond Form (rev 9/16).

Separate bonds must be obtained for work done as an Installer, Service Provider, and Septage Hauler.

Completing the Form

The bond form(s) must be completed by a Surety Company or Insurance Agent. If you have questions about the bond forms, contact the Ohio Department of Health Residential Sewage Program.

1. Make sure you are using the correct bond form. See the list of bond forms on page 1 of this document.
2. **SAVE** the correct form(s) to your computer or **PRINT** the form to fill out by hand.
3. Provide the following information on page 1 of the bond;
 - a. Bond number must be placed in the box provided in the upper left corner of the form.
Continuation certificates will not be accepted;
 - b. Fill in the name and address of the person or company obtaining the registration bond.
Note: The name on the bond shall be identical to the name provided for registration with the board of health. This will be the way it appears on the list posted for local health districts on the Ohio Department of Health website at <http://tinyurl.com/lhdstsinfo> for verification of bond compliance.
 - c. Fill in the name of the surety company on the third line.
 - d. Check the box indicating the bond amount being provided on the appropriate bond form. Refer to the table above, in General Information, for appropriate bond amount.
 - e. Fill in the Bond Effective Date. Bonds should not have an effective date prior to the end of day on December 31 of the previous year's surety bond. That is, the 2017 surety bond effective date can be no earlier than January 1, 2017.
4. Provide the proper information and signatures on the page 2 of the bond;
 - a. Name of the person or company obtaining the bond. The name must match the one provided on page one of the bond form;
 - b. Check the box indicating the bond amount being provided;
 - c. Name of the surety company, surety company address and surety company telephone number;
5. The surety bond must be signed by the Owner or Representative of the Company or Corporation being bonded and signed by the Attorney-in-Fact or Insurance Agent that issued the bond. **The bond will not be accepted without both of the original signatures;**
6. Apply or impress the seal of the Surety Company in the space provided. **The bond will not be accepted without the original corporate seal;**
7. Prior to mailing to the Ohio Department of Health, copies should be made of the completed surety bond for the STS contractor's records. The STS Contractor is responsible for providing copies of the surety bond to the local health districts at the time of registration.
8. Mail the complete bond packet, including all of the following items:
 1. Completed **2017 Registration Bond** with original signatures and corporate seal;
 2. **Power-of-Attorney (POA)** for the 2017 Registration Bond;
 3. **Proof of General Liability Insurance** (no less than \$500,000 coverage); and
 4. **2017 Sewage Contractor Contact Information Form.**

Mail Bond Packets to:

Ohio Department of Health
BEHRP/ Residential Sewage Program
246 N. High St.
Columbus, Ohio 43215-0278

Questions, Problems or Need Help???

Contact the Residential Sewage Program
at (614) 644-7551
Or email us at BEH@odh.ohio.gov

Bond Number

Registration Number
(for Health District use only)

State of Ohio
2017 Registration Bond
Sewage Treatment Systems Installer
(for Multiple Sewage Treatment Systems)

Know all men by these presents, that

Company or Corporation Name

Check one: Whether owned by individual partnership corporation

Of Address

As Principal, and
Surety Company

Is/are authorized to do business in the State of Ohio, as Surety, are bound to an aggrieved party in the sum of
forty thousand (\$40,000)

to 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, by these presents.

Bond Effective Date:

Whereas, the above Principal has applied to a health district in Ohio as established under Ohio Revised Code (ORC) Chapter 3709, for a registration to engage in and practice the business of a sewage treatment system installer in the State of Ohio as provided in sections 3718.02 (A)(8) of the Ohio Revised Code (ORC) and rule 3701-29-03 of the Ohio Administrative Code (OAC), such registration **expiring on the 31st day of December, 2017.**

NOW, THEREFORE, THE CONDITIONS OF THE ABOVE OBLIGATION IS SUCH, that if the above Principal shall observe strictly and comply faithfully with all laws and rules relating to the construction, alteration, repair or abandonment of sewage treatment 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, then this obligation shall be null and void otherwise to remain in full force and effect until **December 31, 2017.**

Please note signature required on the reverse side of this form

▶▶ Please see reverse side to complete the form ▶▶

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 3701-29-03 (C)(6)(d). The Principal shall then notify all local health districts in Ohio where the Principal holds a current and valid registration of the cancellation of the bond, and shall immediately submit proof of a new registration bond. 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
forty thousand dollars (\$40,000.00)
for this bond shall be available for payment of violations for the 2017 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 3701-29, as provided by OAC 3701-29-03(C).

Company Name:

Signature of Company Owner/Representative (required)

Surety Company Name

Surety Company Address

City

State

Zip

Surety Company Telephone

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

(Place Bonding Corporation Seal above)

Instructions for preparation:

1. Impress Seal of Surety Company
2. Attach Power-of-Authority form for the Attorney-in-fact
3. Make sure the Company Representative signs in the appropriate box



Ohio Department of Health Sewage Treatment Systems Program

2017 Contractor Contact Information
for Installers, Septage Haulers and Service Providers

Please complete the following information and submit with the Bond Form.

Company Name

Company Street Address

City

State

Zip Code

Company Mailing Address (if different from Above)

City

State

Zip Code

Company Owner

Company Representative (if different from Owner)

Company Phone Number

Additional Contact Phone Number

Company Fax Number

Company E-mail

Please check all registration categories that apply to your company's business for 2017:

- Installer Service Provider Septage Hauler

Please list the county where the company is located

Are you registering to work in this county in 2017?

- Yes No

If Bonded for only a Single System in 2017, list the County where work will be performed: _____

Please list (below) all of the County or City Health Districts that you registered with in 2016:
