



## **SANITARY SEWER CONTRACTOR REGISTRATION CHECKLIST**

The following are requirements needed to register as a Sanitary Sewer Contractor with Richland County. Complete and submit the attached application along with the required documents and registration fee to our office. Please make checks payable to Richland County Wastewater.

### ***Registration requirements:***

- A completed application. Please make sure all boxes are completed. If a box is not applicable, please write n/a in the box.
- Proof of employment in the field of sewer construction for a minimum of four (4) years. Acceptable forms of proof include but are not limited to a resume indicating prior work experience with dates and details of work performed or copies of current and former registrations as a Sanitary Sewer Contractor from other jurisdictions. For contractors registered in prior years, you only need to indicate the prior year's registration on line 1 of the supporting documentation section on the application form.
- Certificates of Insurance including property damage, general liability, auto, and workmen's compensation. Please note that if the box for sole proprietorship is checked, then Workman's Compensation Insurance may not be required. It is the responsibility of the applicant to verify this requirement with the insurance carrier and/or Ohio Bureau of Workman's Compensation.
- A bond, executed to the Richland County Board of Commissioners. Please find an executable bond attached to this checklist. Please make sure the commencement date on the bond is January 1<sup>st</sup> or later for the calendar year the registration is being applied for.

### ***License fees are as follows:***

- For new licenses or expired licenses more than one (1) year old, the registration fee is \$100.00.
- For renewal licenses, the registration fee is \$25 per year.
- Please make checks payable to Richland County Wastewater
- All licenses expire December 31<sup>st</sup> of the year obtained.

For questions, please call (419) 774-5519, Monday-Friday, 8:00 am – 3:00 pm.



**SANITARY SEWER CONTRACTOR REGISTRATION  
RICHLAND COUNTY, OHIO**

Company Name:			
Applicant/Agent Name:			
Address:		City:	State: Zip:
Phone:		Type of Business: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership  <input type="checkbox"/> Sole Proprietorship (no employees or 1099 workers)	
E-Mail:			
FAX:			
		I hereby make application for registration as a Sanitary Sewer Contractor. I agree to abide by the Rules and Regulations (Regulations) for the Construction, Operation, Management, Maintenance, and Use of the Richland County Sanitary Sewer Collection system as adopted by the Richland County Board of Commissioners. The approval of this application and supporting documentation or any notations thereon shall not excuse the owner from complying with all rules and laws of the State and County, all of which are implied to be included herein and made a part thereof, all objections to same are hereby waived by the applicant or applicant's agent whose signature is hereto attached.	
Applicant Signature		Date	
<b>The applicant signature must be the same signature that is on the Sanitary Sewer Contractor Registration Bond.</b>			
Attach the following supporting documentation: <ol style="list-style-type: none"> <li>1. Work Experience. For new registrations, provide a history of work experience and/or copies of sanitary sewer registrations in other jurisdictions. For renewal registrations, insert the last calendar year of registration here: _____</li> <li>2. Provide a current copy of a Certificate of Insurance for General Liability, Property Damage, and Automobile.</li> <li>3. For Corporations or Partnerships, provide one of the following forms of documentation from the Ohio Bureau of Worker's Compensation:             <ol style="list-style-type: none"> <li>a. A current copy of the Certificate of Premium Payment.</li> <li>b. A current copy of the Certificate of Employer's Right to Pay Compensation Directly.</li> </ol> </li> <li>4. Completed Richland County Sanitary Sewer Contractor Registration Bond. <b>Please make sure that the commencement date on the bond is January 1<sup>st</sup> or later for the calendar year the registration is being applied for.</b></li> <li>5. Registration Fees as follows:             <ol style="list-style-type: none"> <li>a. New Registrations: \$100.00</li> <li>b. Renewal Registrations, not registered the prior calendar year: \$100.00</li> <li>c. Renewal registrations, registered prior calendar year: \$25.00</li> </ol> </li> </ol>			
<i>For Richland County Office use only</i>			
<input type="checkbox"/> Experience	<input type="checkbox"/> Bond	<input type="checkbox"/> Cert. of Ins. Exp date ___/___/___	<input type="checkbox"/> Worker's Comp Exp date ___/___/___
Application Approved / Date:		Year	Fees Paid

**RICHLAND COUNTY SANITARY SEWER CONTRACTOR REGISTRATION BOND**

KNOW ALL MEN BY THESE PRESENTS, That we \_\_\_\_\_  
of \_\_\_\_\_, Ohio, as Principal, and \_\_\_\_\_  
as Surety, are held and firmly bound unto the COUNTY OF RICHLAND, OHIO in the sum of TWO  
THOUSAND DOLLARS (\$2,000.00) the payment of which, well and truly to be made, we jointly and severally  
bind ourselves, our heirs and administrators.

WITNESS OUR HANDS AND SEALS this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that whereas \_\_\_\_\_  
\_\_\_\_\_ has this day been certified by the COUNTY OF RICHLAND, OHIO in  
accordance with resolution adopted December 30, 1985, Sewer User Rules and Regulations, to perform  
SEWER CONNECTIONS in said COUNTY, COMMENCING ON THE \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_. Each such license or renewal thereof shall be valid until December 31 of  
the year in which issued.

Now if the said \_\_\_\_\_ shall well and faithfully indemnify  
and save harmless any person, firm, corporation or the COUNTY OF RICHLAND, OHIO from all loss and  
damages that may be occasioned from negligence or from the failure to comply with all ordinances, regulations,  
and statutes of the State of Ohio and the COUNTY OF RICHLAND, OHIO, relating to drain and sewer  
connections and street openings, then this obligation shall be void; otherwise it shall be and remain in full force  
and virtue.

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL  
BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

BY: \_\_\_\_\_  
ITS ATTORNEY-IN-FACT