

**ERIE COUNTY**  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**

554 River Road, Huron, Oh 44839  
Phone (419) 433-7303, ext. 2308 Fax (419) 433-6214

**CONTRACTOR REGISTRATION APPLICATION FOR 7/01/2024 – 6/30/2025**

<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL      Date Application Received _____      Registration No. _____	
Amount Received _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card      Auth # _____	
Select all boxes that describe your firm as a participant in this program. Complete only the sections that apply to your company.	<input type="checkbox"/> SEWER AND WATER INSTALLING SERVICE LINE CONTRACTOR  <input type="checkbox"/> ENGINEERING FIRM / DEVELOPER / ARCHITECT / BUILDER
<b>APPLICANT INFORMATION</b>	
<div style="display: flex; justify-content: space-around;"><div><u>Company Info</u></div><div><u>Primary Contact Info</u></div></div>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Office / Cell: (_____) _____	
Email: _____	
<b>COMPANY RESPONSIBLE FOR PREPARATION OF DRAWINGS</b> <i>For Engineering Firms, Developers, Architects, and Builders only.</i>	
Name: _____	
Title: _____	
Office / Cell: (_____) _____	
Email: _____	
<b>NAME OF ON-SITE SAFETY EMPLOYEE(s)</b> <i>For Service Line Installing Contractors Only. Attach a separate page for additional names if needed.</i>	
<u>Employee Name</u>	<u>Cell Phone #(s)</u>
_____	(_____) _____
_____	(_____) _____
_____	(_____) _____
_____	(_____) _____
_____	(_____) _____
<b>ACKNOWLEDGEMENT</b>	
By my signature below, I agree to follow all the requirements of the Erie County Contractor Registration Program as described on the reverse side of this application and referenced documents that apply to my company acting for and on behalf of said Company.	
_____ Printed Name	_____ Authorized Representative's Signature
_____ Company	_____ Date

**By submitting this application, I agree to the following:**

*Engineering Firms, Developers, Architects, or Builders*

- a. Submit an application and registration fee of \$25.00.
- b. Submit and have a current BWC Certificate and Certificate of Liability Insurance on file at D.O.E.S. at all times.
- c. Submit one (1) set of 24" x 36" paper detail drawings, one (1) electronic copy in .pdf format (including plan and profiles, proposed and existing topography, and all buried utilities), and specifications of all proposed sanitary sewer and water line drawings for review and approval to: Erie County D.O.E.S., 554 River Road, Huron, Ohio, 44839.
- d. Upon approval of the detail drawings and specifications for construction, you will have one (1) year from approval date to complete the construction of the water and sanitary sewer lines or will have to resubmit for approval and at a minimum be subject to any new D.O.E.S. requirements.
- e. Follow all Erie County Sewer and Water Rules, Specifications, and Construction Standards governing construction and installation of sanitary sewer service connections, and water service connections which are ultimately connected to the County's public sanitary sewer system and water distribution system.
- f. Hold harmless Erie County, for any bodily, personal, or real property damage resulting from the actions of my employees, equipment, and sub-contractors.
- g. Erie County D.O.E.S. may deny or revoke registration to anyone who has failed to follow Erie County rules, specifications, and standards.

*Sewer & Water Service Line Installing Contractors*

- a. Submit an application, Project Safety Agreement, and registration fee of \$25.00.
- b. Submit and have a current BWC Certificate and Certificate of Liability Insurance on file at D.O.E.S. at all times.
- c. Follow all applicable OSHA regulations in performing all water line and sanitary sewer construction.
- d. If applicable, submit one (1) set of 24" x 36" paper detail drawings, one (1) electronic copy in .pdf format (including plan and profiles, proposed and existing topography, and all buried utilities), and specifications of all proposed sanitary sewer and water line drawings for review and approval to: Erie County D.O.E.S., 554 River Road, Huron, Ohio, 44839.
- e. Upon approval of the detail drawings and specifications for construction, you will have one (1) year from approval date to complete the construction of the water and sanitary sewer lines or will have to resubmit for approval and at a minimum be subject to any new D.O.E.S. requirements.
- f. Follow all Erie County Sewer and Water Rules, Specifications, and Construction Standards governing construction and installation of sanitary sewer service connections and water service connections which are ultimately connected to the County's public sanitary sewer system and water distribution system.
- g. Hold harmless Erie County, for any bodily, personal, or real property damage resulting from the actions of my employees, equipment, and sub-contractors.
- h. The property owner or his agent shall notify the office of the Sanitary Engineer at least two (2) work days in advance of starting any work on the service connection installation in order that the necessary inspection service can be scheduled. No work, other than excavation, shall be done unless a representative of the Department of Environmental Services is present. To schedule sanitary sewer inspections, please call (419) 433-7303, extension 2308.
- i. Erie County D.O.E.S. may deny or revoke registration to anyone who has failed to follow County rules, specifications, and standards.
- j. Any Contractor who constructs, installs, improves, or modifies County water lines or private service connections which are ultimately connected to a County water main must be registered annually with the Department of Environmental Services in the same year and prior to such tasks being performed. **Applications for a service connection will not be processed until this requirement has been completed.**

**RETURN INFORMATION TO:**

**ERIE COUNTY D.O.E.S.  
554 RIVER ROAD  
HURON, OH 44839**