

ERIE COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES - SEWER RULES

ADOPTED FEBRUARY 13, 1997
AMENDED RESOLUTION:

RESOLUTION NO. 92-15
NO. 97-51, 97-198, 99-265, 00-57, 03-206,
04-312, 06-307, 07-286, 09-189, 10-269,
11-305, 12-283, 13-355, 14-360, 16-90

RULE 24 – CONTRACTOR REGISTRATION REQUIREMENTS

WHO NEEDS TO BE REGISTERED

ENGINEERING FIRMS/DEVELOPERS/ARCHITECTS

- ▶ Engineering firms, developers and architects that work on projects that are subject to review by the Erie County DOES shall be registered in the Contractor Registration Program annually. In addition, they shall submit to ECDOES a list of principal partners, project managers, and all whom will be preparing drawings for review to ECDOES

INSTALLING SERVICE LINE CONTRACTORS

- ▶ Any Installing Service Line Contractor who constructs, installs, improves, or modifies County sanitary sewer lines or private service connections and building drains which are ultimately connected to a County sanitary sewer. Such Contractors must have an on-site designated safety employee when performing any trenching, excavating, lock-out tag-out, or confined space entry duties. All on-site safety employees must be listed on the application.

HOW DO I BECOME A REGISTERED

Registration must be completed annually with the Department of Environmental Services (DOES) in the same year and prior to such tasks performed. The program begins July 1 of the current year and expires June 30 of the next year. All forms can be retrieved from the DOES website by going to: <http://www.eriecounty.oh.gov/DOES>

- ▶ Registration will include completion of:
 - Erie County Contractor Registration Application
 - Project Safety Agreement
 - Submittal of registration fees (SEE REGISTRATION FEES)
 - Certificate of Worker's Compensation
 - Liability of Insurance Certificate naming the Board of Erie County Commissioners as an additional insured for \$1M; and

All items can be mailed directly to Erie County DOES, PO Box 469, Huron, OH 44839. Once all documents have been received, the registering company's name will appear on the appropriate Erie County Registered list for the current year. Each July 1st the list will be updated for the current year's program. Additional updates will be made as needed. (SEE REGISTRATION DEADLINE)

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RULE 24 - CONTRACTOR REGISTRATION REQUIREMENTS

Continued

REGISTRATION FEES

The registration fee will be a total of \$25.00 per company.

LIST OF REGISTERED CONTRACTORS

A list of registered Installing Service Line Contractors shall be maintained by the Department of Environmental Services and shall be available on the Department website located at www.eriecounty.oh.gov/does and then select Contractor Registration.

REGISTRATION DEADLINE

To guarantee that a Company's name appears annually on the July 1st list of Erie County Registered Contractors, the Company must have completed all registration requirements ten (10) working days prior to July 1st each year. Updates of the registered lists will be completed on an as-needed basis.

Until the Company's name appears on the Erie County Registered Service Line Installation Contractors list, the company will not be illegible to perform work pertaining to the scope of the Contractor Registration Program.

ERIE COUNTY SANITARY SEWER RULES AND MATERIALS, SPECIFICATIONS AND CONSTRUCTION STANDARDS

The Department of Environmental Services will provide an on-line copy of all Sanitary Sewer Rules and Materials, Specifications and Construction Standards can be found at:

<http://www.eriecounty.oh.gov/does> and then select Standards and Specifications and then Standard Specifications for Sanitary Sewers and Appurtenances...

Each July 1st, after rules/standards have been revised, a list will be available. Revisions will be posted upon availability.

The Sanitary Engineer may deny registration to Contractors who have failed to follow County rules, specifications and construction standards.

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VIOLATIONS OF ECDOES STANDARDS AND SPECIFICATIONS

The first violation of ECDOES Standards and/or Specifications will be reported to the contractor by a written Notice of Violation (NoV). Upon receiving a second NoV, the contractor will be removed from the current year's list of Registered Contractors and prohibited from becoming registered for the next year. When the contractor refiles for registration, they will be subject to all requirements of registration as a new contractor.