

**ERIE COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES - WATER RULES**

ADOPTED FEBRUARY 13, 1997  
AMENDED RESOLUTION:

RESOLUTION NO. 92-14  
NO. 97-051, 97-198, 98-385, 99-266,  
00-58, 03-207, 04-311, 06-308, 07-285  
09-189, 10-270, 11-304, 12-284,  
13-332, 14-433, **16-89**

## **RULE 34 - 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 water lines or private service connections which are ultimately connected to a County water main. 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.

#### **LAWN IRRIGATION CONTRACTORS**

- ▶ Any Lawn Irrigation Contractor who constructs, installs, improves, or modifies private service connections which are ultimately connected to a County water main.

#### **BACKFLOW TESTERS**

- ▶ Any Backflow Tester who tests, installs, or repairs a backflow prevention device in Erie County.

#### **FIRE PROTECTION TESTERS**

- ▶ Any Fire Protection Tester who tests, installs or repairs fire protection devices in Erie County.

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### **Continued**

### **HOW DO I BECOME A REGISTERED CONTRACTOR**

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 for all companies will include completion of:
  - Erie County Contractor Registration Application
  - 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
  
- ▶ **If applying for Backflow/Fire Protection registration**, be sure to include:
  - Current copy of each Backflow Testers Department of Commerce Certified Backflow Certificate
  - Current copy of each Backflow Testers Device Calibration Report
  - Current copy of each Backflow Testers State of Ohio Department of Commerce Division of State Fire Marshall for Fire Protection Testing, if applicable
  
- ▶ **If applying for Water Installer or Lawn Irrigation applicant**, be sure to include:
  - Project Safety Agreement

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 Registered List for the current year. Each July 1<sup>st</sup> the list will be updated for the current year's program. Additional updates will be made as needed. (SEE REGISTRATION DEADLINE)

### **REGISTRATION FEES**

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

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**Continued**

### **LIST OF REGISTERED CONTRACTORS**

A list of registered Installing Service Line Contractors, Fire Protection Testers and Backflow Testers shall be maintained by the Department of Environmental Services and shall be available on the Department website located at [www.eriecounty.oh.gov/does](http://www.eriecounty.oh.gov/does) and then select Backflow and Contractor Registration.

### **REGISTRATION DEADLINE**

To guarantee that a Company's name appears annually on the July 1<sup>st</sup> list of Erie County Registered Contractors, the Company must have completed all registration requirements ten (10) working days prior to July 1<sup>st</sup> 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 Backflow list or Fire Prevention list, the company will not be illegible to perform work pertaining to the scope of the Contractor Registration Program.

### **ERIE COUNTY WATER RULES AND MATERIALS, SPECIFICATIONS AND CONSTRUCTION STANDARDS**

The Department of Environmental Services will provide an on-line copy of all Water 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 Water Mains and Appurtenances...

Each July 1<sup>st</sup>, 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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### **BACKFLOW TESTING REQUIREMENTS**

The Certified Backflow Tester/Installer will identify annually each backflow device with a tag displaying the following minimal information:

<b>SERIAL #</b>	<b>123456</b>
<b>DATE TESTED</b>	<b>1/1/2014</b>
<b>TESTER</b>	<b>XYZ COMPANY</b>
<b>PHONE#</b>	<b>(012) 345-6789</b>

### **BACKFLOW ANNUAL TEST & MAINTENANCE REPORTS**

Outdated test report forms will not be accepted. Current form is always available at our web site.

Upon test report submittal, separate checks are to be issued for each commercial address tested.

Residential and commercial properties cannot be combined on same check.

### **CROSS CONNECTION BACKFLOW PREVENTION**

See Erie County Water Rule 29.

### **VIOLATIONS OF ERIE COUNTY DOES 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 notice, 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.**