

## ASHTABULA CO. DEPARTMENT OF ENVIRONMENTAL SERVICES

### **APPLICATION FOR 2021 SEWER AND WATER BUILDER'S LICENSE**

The following information is required by ACDES for issuance/renewal of your Ashtabula County Sewer and Water Builder's License. Applicants are required to use these forms only. No others will be accepted, and only original documents will be accepted. No faxes will be accepted with the exception of a certificate of insurance.

1. **APPLICATION FORM**

The application must be filled out completely. This means each and every item. Application form must be signed, notarized and sealed where applicable, and all submissions shall have ORIGINAL ink signatures.

2. **BOND**

The Bond Form (attached) shall be notarized with embossed, ink, or adhesive seal, and the Power-of-Attorney must be included with the Bond. Bond must be made only through a surety licensed in the State of Ohio. The bonding company must be listed in the current Department of Treasury, Circular 570 and shall be in good standing with the Ashtabula County Sanitary Engineer and ACDES. **For renewal applications, Surety Bond Continuation Forms will be accepted provided that they are submitted on Surety corporate letterhead with embossed, stamped or stickered seal and contain original signatures, the original Bond Number, the Contractor's name, ACDES, the correct Bond amount, and references an extension through 12/31/2021.** Incomplete renewal applications will be returned as unacceptable.

3. **CERTIFICATE OF INSURANCE**

Applicants are required to carry minimum amounts of insurance for consideration of issuance as noted below:

\$100,000 and \$100,000 Property Damage

\$500,000 and \$500,000 Personal Liability

\$600,000 (or more) Umbrella – this coverage is required if insurance amounts do not meet the above limits. It must appear on the certificate.

“U” Underground coverage – This must be specifically included on the certificate and in the amounts specified for the normal public liability, property damage and automobile insurance.

Automobile insurance is required in the same minimum amounts listed above.

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**CERTIFICATE OF INSURANCE – continued**

Insurance companies are required to give a minimum 30 day written notice of cancellation for any policy canceled before the expiration date shown.

Applicants and/or licensees shall provide ACDES with an updated certificate each time it expires. Failure to do so will result in immediate cancellation of the license.

4. **AFFIDAVIT**

The Sanitary Engineer will not be responsible for determining if any monies are due relative to the execution of the required affidavit enclosed in this package. Applicants shall assume this responsibility.

5. **LICENSE FEE**

Renewal Fee if received by December 4, 2020:	<b>\$ 50</b>
Renewal Fee if received after December 4, 2020:	<b>\$100</b>

New License Fee if not licensed with our department in 2020: **\$100**

Please make checks or money orders payable to the Ashtabula County Dept. of Environmental Services. The application fee is non-refundable.

All requirements must be met before a license is issued. Please submit the completed 2021 license package and the licensing fee by mailing to the following address: ACDES, PO Box 520, Jefferson, OH 44047. Please allow 7 - 10 business days for your packet to be delivered by December 4, 2020.

2021

## APPLICATION FOR SEWER AND WATER BUILDER'S LICENSE

Ashtabula County Department of Environmental Services

Date: \_\_\_\_\_

The undersigned does hereby apply to the Ashtabula County Board of Commissioners for a SEWER AND WATER BUILDER'S LICENSE for the purpose of constructing all sanitary sewer mains and appurtenances, sanitary laterals, water mains and appurtenances and water services thereto in the Ashtabula County Sewer and Water District in accordance with the regulations and specifications of the Ashtabula County Department of Environmental Services. Failure of the sewer and water builder to answer any of the following questions, comply with any rules and regulations, or the direct orders of the Sanitary Engineer, his duly authorized assistants or inspectors shall be deemed just cause for the non-issuance and/or revocation of the Sewer and Water Builder's License. Falsification of this form, or any negligence under licensure, may result in legal action in accordance with Sections 6117 and 6103 of the Ohio Revised Code.

1. Business Name \_\_\_\_\_
2. Owner's Name \_\_\_\_\_
3. Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Primary Telephone Number \_\_\_\_\_
6. Fax Number \_\_\_\_\_
7. Employer Tax Identification Number \_\_\_\_\_
8. Number of years licensed by Ashtabula County Sanitary Engineer \_\_\_\_\_

2021 SEWER AND WATER  
BUILDER'S LICENSE APPLICATION  
FORM

9. Years of experience constructing sanitary sewer mains and appurtenances, sanitary laterals, water mains and appurtenances and water line services.  
\_\_\_\_\_ years
10. Percentage of work pertinent to construction of sanitary sewer mains and appurtenances, sanitary laterals, water mains and appurtenances and water line services. \_\_\_\_\_%
11. Other types of work engaged in and percentage of total work devoted to each.
- \_\_\_\_\_ %
- \_\_\_\_\_ %
- \_\_\_\_\_ %

12. Business References:

Bank \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

13. Cities, Villages or Townships in which Applicant has performed work during the past two (2) years and the official, preferably an engineer, having personal knowledge of the Applicant's workmanship and character.

AREA	PERSON	OFFICIAL CAPACITY	PHONE	TYPE OF WORK PERFORMED

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FORM

14. Equipment owned or leased by Applicant for the construction of sewers and water lines.

TYPE OF EQUIPMENT (MAKE & MODEL)	SERIAL NO.	LEASED/OWNED (L or O)	COMPANY LEASED FROM	PHONE NUMBER

15. Names and addresses of Applicant's employees normally utilized as pipe layers and level of experience of each. Attach additional sheets if necessary.

NAME	ADDRESS	EXPERIENCE

16. **Please circle** YES or NO and Sign your name

YES      As the Applicant, I am aware of and agree to comply with the specifications and standards listed in the *Ashtabula County Sanitary Engineering Code, Connections to Public Sewers*, and the *Ashtabula County Public Water System Code*.

NO      As the Applicant, I am not aware of the specifications and standards listed in the *Ashtabula County Sanitary Engineering Code, Connections to Public Sewers and the Ashtabula County Public Water System Code*. I wish to receive a copy of this literature.

SIGNATURE \_\_\_\_\_

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BUILDER'S LICENSE APPLICATION  
FORM VERIFICATION

\_\_\_\_\_, being first duly sworn, says that he is the officer or person duly authorized to execute the foregoing application, and that the statements made and answers therein, are true to the best of his knowledge.

SIGNATURE OF APPLICANT \_\_\_\_\_  
TITLE \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ ,  
20\_\_\_ , City of \_\_\_\_\_, County of \_\_\_\_\_ ,  
State of \_\_\_\_\_ .

SEAL

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Application Approved:

_____ Ashtabula Co. Sanitary Engineer	_____ Ashtabula Co. Commissioner	Date: _____
Date: _____	_____ Ashtabula Co. Commissioner	Date: _____
_____ Ashtabula Co. Prosecuting Attorney	_____ Ashtabula Co. Commissioner	Date: _____
Date: _____		

Ashtabula County  
Dept. of Environmental Services  
2021 Sewer & Water Builder's  
License  
AFFIDAVIT

I/We hereby certify that all outstanding bills for labor and materials for the previous years have been paid in full. I/We further certify that all outstanding Ashtabula County property taxes, personal property taxes, and any other Ashtabula County bills for the previous years have been paid in full. I/We further hereby certify that I/We are not currently involved in any litigation, which affects Ashtabula County, nor have I/We been legally convicted of violations of Ohio Revised Code 6103.29 or 6117.45 *et seq.* It is further agreed that my/our license will not be issued if any of the above items are outstanding relative to any previous company, corporation, partnership, individual, etc., of which I/We were associated with or whom I/We are now associated with. And, it is further agreed that I/We are not, nor is any shareholder, partner, person with ownership interest, employee or worker who has held a license in the past, currently in less than good standing with Ashtabula County and its departments. I/We further agree that a separate Ashtabula County Dept. of Environmental Services sewer or water installation permit shall be required on ALL main lines to be constructed in the public right-of-way and/or an Ashtabula County dedicated easement. I/We also agree that all inspection deposits shall be kept current and shall not fall in arrears. Any of the listed above shall be cause to deny the issuance or revocation of any license. The name and signature listed below attest and agree with said denial and/or immediate revocation of an existing Ashtabula County Dept. of Environmental Services Sewer & Water Builder's License.

\_\_\_\_\_  
Company Name (please print)

\_\_\_\_\_  
President Name (please print)

\_\_\_\_\_  
President's Signature

Sworn to and subscribed before me, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the City of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Ashtabula County  
Dept. of Environmental  
Services 2021 Sewer &  
Water Builder's License

BOND

KNOWN ALL MEN BY THESE PRESENTS:

That I/We \_\_\_\_\_, as Principal and \_\_\_\_\_ as Surety, are held and firmly bound unto the County of Ashtabula, State of Ohio, in the sum of Ten Thousand Dollars (\$10,000.00) good and lawful money of the United States, to be paid to the County of Ashtabula, for which payment well and truly made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents, for a term beginning on \_\_\_\_\_ and ending on December 31 of same year.

WHEREAS, said \_\_\_\_\_ Principal, has this day been granted a sewer and water builder's license by the County Commissioners of Ashtabula in accordance with the provisions of a Resolution Vol. \_\_\_\_\_, Page \_\_\_\_\_, Ashtabula County Commissioners Journal, and under the terms and conditions set forth in the Standard Specification for the Construction of Sewerage Improvements in Ashtabula County, duly adopted by the Commissioners of Ashtabula County, Ohio.

NOW, THEREFORE, the condition of this obligation is such that if the said \_\_\_\_\_ shall at all times hereafter as sewer and water builder under said license, well and truly perform and discharge the duties imposed upon him/her by said Standard Specifications or any amendment thereto, and shall save said County harmless from all damages that may arise from his negligence, or the negligence of anyone in his employ, including the failure to fully restore property in kind, and shall conform to and abide by THE ASHTABULA COUNTY SANITARY ENGINEERING CODE, THE OHIO SANITARY CODE OF THE STATE OF OHIO DEPARTMENT OF HEALTH AND OF THE PUBLIC HEALTH COUNCIL OF OHIO AND ALL REGULATIONS ISSUED THEREUNDER as provided by REVISED CODE, TITLE 37 and such other requirements as said County may make in relation to plumbing and to the direction of the Sanitary Engineer for said County, then this obligation is to be void otherwise to remain in full force and effect.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

Board of Ashtabula County Commissioners  
Ashtabula County, Ohio

Approved as to Legal Form:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Ashtabula County Prosecuting Attorney

\_\_\_\_\_  
Commissioner

Approved:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Ashtabula County Sanitary Engineer