



**HAMILTON COUNTY  
PUBLIC HEALTH**

PREVENT. PROMOTE. PROTECT.

250 William Howard Taft Road  
Cincinnati, OH 45219  
Phone: 513.946.7800 Fax: 513.946.7890  
[hcph.org](http://hcph.org)

November 1, 2021

Dear Plumbing Contractor:

It's that time of year again - time to register for 2022. Attached you will find the Plumbing Contractor Registration application, as well as a Hamilton County bond form and instructions for completing the bond. As a reminder, all registration applications must be accompanied by:

1. An original bond (including Power of Attorney and certificate of compliance) **OR** a continuation certificate stating that your bond is valid through December 31, 2022
2. A certificate of liability insurance listing Hamilton County Public Health as the certificate holder
3. OCILB plumbing license (not required for specialty contractors)

Please be advised that any insurance documents (continuation certificates, liability certificates, etc.) which are automatically forwarded to our office by your insurance company **will not** be retained. All documents are required to be submitted at the time of registration.

For your convenience, if you are renewing your registration for 2022 and you are not submitting an original bond, you may email or fax your registration documents to us and pay by phone with a credit card. Emailed applications can be submitted to [hcphcustserv@hamilton-co.org](mailto:hcphcustserv@hamilton-co.org). Faxed applications should be sent to 513-946-7944. You may also register in person at our office, or submit your registration documents by mail.

Feel free to contact our Customer Service team at 513-946-7830 with any questions you may have regarding registration. We look forward to another year of working with you!

Sincerely,

Customer Service Team  
Hamilton County Public Health



*Healthy choices. Healthy lives. Healthy communities.*



250 William Howard Taft Road, 2nd Floor  
Cincinnati, OH 45219 • 513.946.7800  
hamiltoncountyhealth.org

## Plumbing Contractor Registration Application

*Please enter the following information:*

Company Name \_\_\_\_\_ Registration Year \_\_\_\_\_

Partner, Officer, or Full-time Employee Serving as  
Company's Representative Registrant \_\_\_\_\_

Company Address \_\_\_\_\_

City

State

Zip

Company Phone

Office/Cell

Fax

Company E-mail

Surety Company \_\_\_\_\_ Bond Number \_\_\_\_\_

*Please check that you have included the following items with your registration packet:*

- ☐ This completed application form
- ☐ The \$100 application fee
- ☐ Original bond (must include power of attorney and certificate of compliance) OR continuation certificate
- ☐ Certificate of liability (listing Hamilton County Public Health as certificate holder)
- ☐ OCILB license (not required for specialty contractor)

**\*\* COMPANY NAME MUST BE THE SAME ON ALL DOCUMENTS OR APPLICATION WILL BE RETURNED \*\***

As a registered contractor with Hamilton County Public Health, I will abide by Chapter 4101: 2-51 of the Ohio Administrative Code and the rules and regulations of Hamilton County Public Health. I understand that any registration approval granted on the basis of false or inaccurate information supplied herein is automatically revoked and registration approval is similarly revoked.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Registration #

Receipt #

Receipt Date

1st Approval

2nd Approval

PERFORMANCE BOND # \_\_\_\_\_ (Installation/Repair Plumbing)

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_ dba

\_\_\_\_\_, as Principal, and \_\_\_\_\_ as Surety, are hereby held and firmly bound unto the Board of Health of the Hamilton County General Health District of Hamilton County, Ohio, in the penal sum of Ten Thousand Dollars (\$10,000.00) for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, THAT, WHEREAS, the above named principal has registered with the Board of Health of the Hamilton County General Health District, to install and repair plumbing within the territory of the Hamilton County General Health District with registration becoming effective on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

NOW, if the said principal shall well and faithfully do and perform all installation and repair in accordance with all permits issued to him by the Hamilton County General Health District and conforms to any and all rules and regulations and orders of the Hamilton County General Health District, a copy of which is available during normal working hours from the Health Commissioner, and the building and plumbing codes of the State of Ohio and County of Hamilton and completes installation and repair of all work undertaken; and if said Principal shall indemnify and hold harmless the Hamilton County General Health District, the Board of Health of the Hamilton County General Health District, and its employees from all claims for loss and damages that may result in any way by way of accident, negligence, nonfeasance, or lack of care, skill or attention on his part or on the part of anyone in his employment in the installation or repair of plumbing undertaken by him, including all costs and expense arising from the defense of said claims; then this obligation shall be void; otherwise, the same shall remain in full force and effect.

The aggregate liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The bond shall begin \_\_\_\_\_ 20\_\_\_\_\_ and continue through December 31 of the year executed or until canceled which ever occurs last. This bond may be canceled as to future liability by the surety upon thirty (30) days written notice to the Board of Health of the Hamilton County General Health District. Any such cancellation shall release the surety from liability for any subsequent acts of the principal; provided, however, the surety shall remain liable for any and all acts of the principal covered by this bond up to the date of cancellation.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Witness 1 for principal

Principal – Printed Name

Witness 2 for principal

Principal – Signature

Address

Witness 1 for Attorney-in Fact

Surety

Witness 2 for Attorney-in Fact

Address

By:

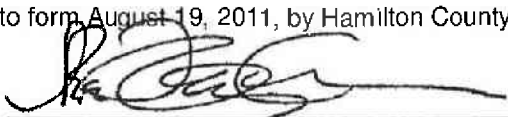
Attorney-in-Fact - Signature

ATTEST: \_\_\_\_\_, Health Commissioner and Secretary, Board of Health

This bond accepted by the Hamilton County General Health District, \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

This bond approved as to form August 19, 2011, by Hamilton County Prosecuting Attorney's office, Joseph T. Deters, Prosecutor.

Approved as to form:

  
Nee Fong Chin, Chief Assistant Prosecuting Attorney



## **BOND REQUIREMENTS CHECKLIST**

New and replacement bonds must meet **ALL** of the following requirements in order to be accepted for contractor registration. Failure to meet requirements will result in the bond being rejected and the registration documents returned. Please ensure that all requirements have been met prior to submitting your bond for registration.

- ☐ Do not attempt to reproduce our bond form, as it is pre-signed by the assistant prosecuting attorney.
- ☐ Bond must be valid through December 31 of the registration year.
- ☐ Bond company must be “A” rated or better.
- ☐ Principal’s printed name and signature must be present on the appropriate lines.
- ☐ Two (2) witness signatures for the principal must be present.
- ☐ Surety/Attorney-in-fact’s name and signature must be present on the appropriate lines.
- ☐ Two (2) witness signatures for the surety/attorney-in-fact must be present.
- ☐ Embossed, electronic, or gold seal from the surety/attorney-in-fact must be affixed to the **BOND FORM**, not just the power of attorney.
- ☐ Power of attorney **MUST** accompany the bond.
- ☐ Active certificate of compliance, aka certificate of authority, from the Ohio Department of Insurance **MUST** accompany the bond.

### **Questions?**

Please contact our Customer Service team with any questions regarding these bond requirements or contractor registration. Customer Service is available M-F from 7:30am-4:30pm at 513-946-7830 or [hcphcustserv@hamilton-co.org](mailto:hcphcustserv@hamilton-co.org).

