

December 1, 2015

From: Don Hartman, Chief Plumbing Inspector

RE: 2016 Plumbing Registration

Please find enclosed the plumbing registration form for 2016. When filling out the form, be certain to check the proper box for **limited or unlimited** Plumbing Contractor, and to mail the **appropriate fee**. There has been no fee increases for plumbing permits this year.

The registration requirements for Limited Plumbing Contractors are the same as Unlimited Plumbing Contractors. Please ensure you include the following 5 items with your registration form and fee:

1. An **original** copy of your \$10,000.00 performance bond. **Continuation Bonds will not be accepted**. You can give the enclosed form to your insurance company or they can use their own form.
2. Documentation of your business's registration with the Bureau of Workers Compensation, unless self employed. A photo copy will be fine.
3. Documentation of your business's registration with the Department of Taxation. (i.e. Tax I.D. number or Social Security number).
4. A minimum coverage of \$300,000.00 of General Liability Insurance.
5. A copy of your State Plumbing License, if you do not have a State Plumbing license your registration for **Unlimited** Plumbing Contractor will be denied.

If you need any of our forms or information about our plumbing department they can be downloaded at www.allencountypublichealth.org. Click on Environmental Health then click on Plumbing.

Please find enclosed a copy of the Allen County Plumbing Permit. Please notice trap primer now reads trap primer/seal.

Please make sure shower liner test reports are ready at time of inspection. If not, be prepared to plug the shower drain and fill for a visual test.

Be sure to obtain a permit **before** any work begins. Call us with any questions you have regarding our plumbing or backflow programs.

Thank you and have a great 2016.