



RE: WATER SERVICE AND/OR SEWER SERVICE LICENSE - 2026

To Whom It May Concern:

The Codified Ordinances of the City of Fairfield, Chapters 921 and 925, reference requirements related to Water Service and Sewer Service Licenses. In summary, any person working on any part of the City's water distribution system (including domestic and/or fire service lines) or sanitary sewer system or making a water and/or sewer service connection or repair, **must** obtain a license from the City of Fairfield.

The license may be issued to an individual or company. If a license is granted to a company, it shall be issued in the name of an individual who has met all Fairfield licensing requirements. All work **must** be performed under the direction of the licensed individual and in accordance with the City's *Design, Construction, and Material Specifications Handbook* (2020). A copy of this handbook can be downloaded here: www.fairfield-city.org/1003/Construction-Specifications. Please pay special attention to updated handbook sections 105 (Cost Recovery) and 106 (Restoration).

All license(s) are valid for only the year in which they are issued and must be renewed by January 1st of the following year. The following items are required for the issuance of a license(s):

- ☐ Submission of a completed application for each person to be licensed.
- ☐ A \$25,000.00 performance and maintenance bond. Bond shall be issued for 2026 and must be maintained for a full calendar year thereafter.
- ☐ Liability insurance (\$100,000.00 minimum).
- ☐ Workers' Compensation coverage.

Required documents must be submitted via email to: public_utilities@fairfield-city.org.

Fees will be invoiced AFTER all necessary documentation is submitted to the City. License fees are \$40.00 per license per person. Note: water license and sewer license are separate fees.

License(s) shall be issued only after verification of all the above items, and after fee payment.

If you have any questions regarding licensing, contact the Wastewater Division at 513-858-7760 or visit our website for more information. You can download copies of applicable forms here: www.fairfield-city.org/265/forms-applications

NOTE: Any individual or company that would like to be listed as a backflow tester on the City's license holder list must include their Ohio Backflow Certification number on the application.

Sincerely,
CITY OF FAIRFIELD PUBLIC UTILITIES DEPARTMENT

Jason Hunold, Director

Attachments (2)

CITY OF FAIRFIELD, OHIO

APPLICATION FOR SEWER/WATER SERVICE LICENSE

Submit all application forms to: public_utilities@fairfield-city.org

NAME: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: (REQUIRED FIELD) _____

LICENSE APPLIED FOR: ☐ Sewer Service ☐ Water Service

☐ Backflow Certified (mark to be included on listing) Certification Number _____

I hereby make application for the license(s) as indicated above. The information presented here is correct and true to the best of my knowledge. I acknowledge that I have read and will comply with the City of Fairfield design, construction and materials specifications found in the Design, Construction and Materials Handbook adopted M September 28, 2020.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE (For Office Use Only)

VERIFICATION INFORMATION:

	EFFECTIVE DATE	EXPIRATION DATE
<input type="checkbox"/> \$ 25,000 Performance Bond	_____	_____
<input type="checkbox"/> \$100,000 Liability Insurance	_____	_____
<input type="checkbox"/> Workers' Compensation	_____	_____

FEE INFORMATION:

<input type="checkbox"/> \$40.00 - Sewer Service License	INVOICE NUMBER	_____
<input type="checkbox"/> \$40.00 - Water Service License	DATE SENT	_____
	TOTAL DUE	_____

LICENSE INFORMATION:

	PAYMENT RECEIVED/ ISSUE DATE	LICENSE NUMBER
Sewer Service License	_____	_____
Water Service License	_____	_____

BOND NUMBER: _____

CITY OF FAIRFIELD, OHIO

**PERFORMANCE & MAINTENANCE BOND
FOR AN INDIVIDUAL, FIRM OR CORPORATION
INVOLVED IN WATER / SEWER SERVICE WORK**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned _____

_____, as Principal, and _____

_____, as Surety, are hereby firmly bound unto the City of Fairfield, Ohio, in the penal sum of Twenty-Five Thousand Dollars (\$25,000.00) for the payment of which will and truly to be made, we hereby jointly and severally bind ourselves, our heirs, administrators, successors, and assigns.

Signed this _____ day of _____, _____.

The condition of the above obligation is such that whereas the above named Principal did, on the _____ day of _____, _____, make application to the Utilities Director, City of Fairfield, Ohio, to be licensed as a Water / Sewer Servicer which application is made a part of this bond as though fully set forth herein:

Now, if the said _____ shall well and faithfully perform his duties as Water / Sewer Servicer under the terms and conditions of his license(s) and shall perform all works and make all installations of water and/or sewer services or mains and necessary and proper accessories thereto in conformity to law and regulation and approved plans and specifications and the proper functioning thereof for a period of one (1) year after performance is complete and save the City of Fairfield harmless from claims arising as a result of damage to any person, including, but not limited to the City of Fairfield, Ohio, or to the property owned by any ~~such~~ person by reason of water service and/or sewer installations or work directly related thereto; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that in no event exceed the penal amount of this obligation as stated herein.

The Surety hereby stipulates and agrees that no modification in the ordinances or regulations of the City of Fairfield, Ohio, with reference to Water / Sewer Servicers, or installation or repair of water services or mains and/or installation or repair of sewer laterals and/or sewer mains made by Water / Sewer Servicers shall in any effect the obligations of said Surety on its bond.

This bond shall be and remain in full force and effect for a period of up to one (1) year until December 31, 20_____, and one (1) calendar year thereafter; provided, however, that as to claims and damages, or either of them, arising during said later period as aforesaid, said bond shall remain in full force and effect until said claims and damages, or either of them, which have so arisen are fully and finally determined.

Principal

Surety

NOTE: This document must be notarized and sealed