



**CARROLL COUNTY  
GENERAL HEALTH DISTRICT**  
Healthy People — Safe Communities

December 13, 2023

To: Carroll County Registered Septic Installers

RE: 2024 Septic Installer Registration for Carroll County

Enclosed is your application to register or renew your Installer Registration for **2024**. The fee for 2024 is **\$276.00**. To complete your registration the following information must be submitted, **or we cannot issue a 2024 Septic Installers Registration Permit:**

- Completed Application
- Registration Fee
- Proof of compliance with any system specific training & 2015 testing requirements
- Copy of General Liability Insurance & Power of Attorney
- Copy of Surety Bond\*\*
- Copy of all CEU's earned in 2023 for 2024 Registration (minimum of six hours)
- **All outstanding as-built diagrams for systems installed in 2022 & 2023\***

**Please mail application and check to:**

Carroll County General Health District  
P.O. Box 98  
Carrollton, OH 44615  
**Attention: Corinne Ren**

**\*If you have any open permits that have expired or will expire by January 1, 2024, that are missing an as-built drawing, pump test, abandonment report, or pumping report, you may not register with the Carroll County General Health District until these items have been received or completed.**

I have enclosed the Sewage Treatment System Contractor Registration Fact Sheet that is posted on the Ohio Department of Health's website to guide you on where to send your bond information. **\*\*I also enclosed the Ohio Department of Health (ODH) 2024 Sewage Installer's Bond Form and 2024 Contractor Contact Information Sheet for your convenience. Please send a copy of the items sent to the ODH to our department, along with the items listed above with your application.**

If you have any questions, please call me at 330-627-4866 ext. #1522, Monday through Friday from 8:00 am to 4:00 pm.

Sincerely,

Corinne Ren, Registrar  
Environmental Health Administrative Assistant



**CARROLL COUNTY HEALTH DEPARTMENT**  
**"2024" REGISTRATION FOR SEWAGE TREATMENT SYSTEM INSTALLER**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Hereby apply for a registration to engage in the installation of household sewage treatment systems for 1, 2, and 3 family dwellings, and/ or Small Flow On-Site Sewage Treatment Systems in accordance with the Ohio Administrative Code: Sewage Treatment Systems 3701-29-01 to 3701-29-21.

I agree to comply with rules, and regulations of the Board of Health of the Carroll County General Health District, governing the installation of privies, privy vaults, sewage, and sewerage disposal systems.

This permit may be revoked at any time for the failure to comply with the orders and regulations of the Board of Health.

**FEE:**  
**\$276.00**

**PAYABLE TO:** Carroll County Health Department  
P.O. Box 98  
Carrollton, Ohio 44615  
Attention: Corinne Ren  
330-627-4866 (ext. #1522)

**YOU CANNOT INSTALL A SYSTEM UNTIL YOUR REGISTRATION IS COMPLETED**

DATE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

REGISTRATION DATE: \_\_\_\_\_ REGISTRATION NUMBER: \_\_\_\_\_

**EXPIRATION DATE: DECEMBER 31, 2024**