



FLOYD COUNTY BOARD OF HEALTH

PROCEDURES

Supercedes:
03/08/10

Effective Date:
03/20/17

P-01: CONTRACTOR'S LICENSING

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APPROVED BY:

Board of Health

County Sanitarian

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Date

3/20/17

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Date

3/20/17

DISTRIBUTION:

01 – Board of Health

02 – County Sanitarian

EFFECTIVE DATE & HISTORY:

06/09/09 – Original

03/08/10 – Minor office procedure revisions

03/20/17—Minor office procedure revisions

This is a controlled document with the words "FCBOH PROCEDURE" printed in RED on each page. Any procedure without this stamp affixed (see below) is not a controlled document and will not be updated.



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PURPOSE:

To ensure any Contractor who installs septic systems or drills wells within Floyd County is properly knowledgeable and experienced for the safe and environmentally sound preparation and installation of septic systems and well drilling within Floyd County.

REFERENCES:

IAC Chapter 567-69 'Private Sewage Disposal Systems'
www.iowadnr.gov/water/septic/index.html

IAC Chapter 567-49 'Nonpublic Water Supply Wells'

Floyd County Ordinance 137

SCOPE:

The procedure applies to all Contractors who install septic systems or drill wells in Floyd County. This procedure must be followed completely for all Contractors to become licensed with the County.

POLICY/DEFINITIONS:

Septic System Contractors –

- A.** Any person, firm or corporation desiring to construct, alter, or repair a private sewage disposal system in Floyd County, Iowa, shall first file for a license and approval with the County Sanitarian or Assistant Sanitarian. The County Sanitarian or Secretary will issue a Contractor's License valid for a period of twelve (12) months beginning January 1 of each year, provided the applicant is a holder in good standing of an Iowa Onsite Wastewater Association (IOWWA) certificate as a Certified Installer of Onsite Wastewater Treatment Systems, Basic or Advanced levels, **and** has a Contractor's bond for \$5,000.00 with Floyd County. Copies of the IOWWA Certified Installers Certificate and the Contractor's bond shall be provided to the County Sanitarian or Secretary prior to the issuance of the license. See *Septic System Installation Procedures* for more



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information on how to become a certified installer of onsite wastewater treatment systems a/k/a private sewage disposal systems.

B. The private sewage disposal system contractor license may be revoked by the County Sanitarian if terms of this regulation are violated and said license can only be reinstated at the discretion of the Board of Health. No person in whose name a revoked license was issued shall be issued a new license within a period of twelve (12) months after the effective date of the revocation, except on recommendation by the Board of Health.

Well Driller Contractors –

A. Any person, firm or corporation desiring to drill a nonpublic water supply well in Floyd County, Iowa, shall first file for a license and approval with the County Sanitarian or Secretary. The County Sanitarian or Assistant Sanitarian will issue a Contractor's License valid for a period of twelve (12) months beginning January 1 of each year, provided the applicant is a certified well driller **and** has a Contractor's bond for \$5,000.00 with Floyd County. Copies of the Well Driller's Certificate, or certification number, and the Contractor's bond shall be provided to the County Sanitarian or Assistant Sanitarian prior to the issuance of the license.

B. The well driller contractor license may be revoked by the County Sanitarian if terms of this regulation are violated and said license can only be reinstated at the discretion of the Board of Health. No person in whose name a revoked license was issued shall be issued a new license within a period of twelve (12) months after the effective date of the revocation, except on recommendation by the Board of Health.

CONTRACTOR LICENSING PROCEDURE:

1. In December of each year, a letter needs to be sent to all contractors who are licensed with Floyd County for that current year to remind them that their license with the County will expire on January 1 and will only be reissued upon receipt of the \$50.00 contractor's license fee and proof of certification and bonding as described in the 'policy/definitions' section above. An example letter can be found at *Z:\Board of Health\Contractors (Well & Septic)\CORRESPONDENCE* and is entitled "Contractor Ltr Re License Renewal". A list of current licensed contractors can be found at *Z:\Board of Health\Contractors (Well & Septic)* and is entitled "List of Contractors (Current Year)".



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2. When the County Sanitarian or Secretary receives the Contractor's \$50.00 licensing fee, said fee will need to be entered on "Shortcut to Money Receipts" spreadsheet found on the Desktop. The County Sanitarian or Secretary will need to enter the date the check was received, from whom it was received from, the amount of the check, and the contractor license number. The amount of the check will be entered under the column entitled "Cont. Licens" on the Money Receipts 2008-2009 spreadsheet. The contractor license number will be entered in the last column and is determined by the order we receive payment. (i.e. the first contractor who sends payment will have the contractor's license number of 1, the second contractor will have the number 2, etc.)
3. After the contractor's license fee has been added to the spreadsheet, the check needs to be taken to the County Treasurer's Office and can be given to Janelle Larson or Frank Rottinghaus. They will enter the check into the database and print off a receipt for our records. The receipt number will need to be added to the "Money Receipts" spreadsheet under the column entitled "Receipt #". The receipt can then be placed in the bottom drawer of the Assistant Sanitarian's desk in a file entitled "Receipts" in the Office Miscellaneous hanging file folder.
4. The contractor will then need a Contractor's License printed off and sent to them. These can be found in each individual contractor file located on *Z:\Board of Health\Contractors (Well & Septic)*. The License number and dates will need to be changed on the certificate prior to printing it off. The contractor will also need to be added to an updated Contractors List, examples of which can be found on *Z:\Board of Health\Contractors (Well & Septic)*. Generally, the current year's list can be used, updated, and saved accordingly. Each Contractor List will also show whether the contractor is certified/licensed and bonded with the County.