

**CITY OF ST. MARYS, OHIO
PLUMBER'S EXAMINING BOARD
APPLICATION FOR EXAMINATION FOR PLUMBER**

Date: _____

(Applicants for license will be examined on basis of questions applicable under both State Plumbing Code and St. Marys Code of Ordinance, Chapter 82.)

Full Name: _____

Business Address: _____

Residence Address: _____

Date & Place of Birth: _____

Do you speak & write the English language? Yes No

Years Residence in the State of Ohio: _____ In St. Marys: _____

Do you hold a plumber's license in another state? Yes No

 If yes, what state? _____

Do you hold a plumber's license in another city? Yes No

 If yes, what city? _____

1. Education Supervised (years attending, place)

 Grammar School: _____

 High School: _____

 College: _____

2. Experience - what has been nature and extent of your experience? List below employers and years worked in plumbing trade.

3. References - give name and address of 3 persons Board may contact for information in regards to character and ability.

TO BE COMPLETED BY CITY

Fee Paid \$ _____

Date Application Received: _____

Date of Examination: _____

Action of Board: _____

Signed by Secretary: _____

Signed by Applicant: _____

CITY OF ST. MARYS, OHIO

PLUMBER'S EXAMINING BOARD

EXAMINATION POLICY AND PROCEDURES

By order of the Plumber's Examining Board, the following procedures shall govern the administration of all plumber's examinations for the City of St. Marys, Ohio.

1. Upon request, the Secretary will provide the prospective applicant with a copy of the following information:
 - a) Chapter 1337; Plumbing Regulations, Codified Ordinances of St. Marys, Ohio.
 - b) Applicable Sections of the Municipal Utility Rules and Regulations.
 - c) Examination Policy and Procedures.
 - d) Application form.
2. The application must be completed in its entirety and returned to the Secretary with the \$10.00 examination fee.
3. The Secretary will establish the date, time, and place the written exam is to be administered.
4. The latest approved written exam will be administered to all first-time applicants. If an applicant has previously taken the exam but failed to receive a passing score and is applying for re-examination, the approved alternate exam will be administered.
5. Upon completion of the written exam, the applicant will return the exam to the Secretary. The exam will be placed in an envelope and sealed. The applicant will then sign his name, address, and date on the envelope.
6. The Secretary will notify the Examining Board that an exam has been received and a meeting will be scheduled. This meeting will be held within five (5) working days of the receipt of the exam.
7. The Examining Board will grade the exam and the applicant will be notified by mail of the results.

If the applicant receives a passing score, he will be advised that a license will be issued upon payment of the \$10.00 license fee and the receipt of the required \$2,000 bond with an expiration date of 12/31/current year.

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If the applicant does not receive a passing score, he will be advised that an application for re-examination may be made after the expiration of thirty (30) days. The applicant may also request a meeting with the Examining Board to discuss the results of the written exam.

8. The decisions of the Examining Board shall be final.
9. The above "Plumber's Examination Policy and Procedures" supersedes all previous policies and procedures.

Approved this 1st day of September, 1977, by the Plumber's Examining Board.

Effective April 15, 1985, supersedes all previous procedure information and instructions.

PROCEDURE INFORMATION
PLUMBING PERMIT APPLICATION AND WATER TAP APPLICATION

1. Applications for Plumbing Permit and Inspection forms are available at the Municipal Building, Engineering Department, 101 E. Spring Street, St. Marys, Ohio. This application form is also used for water tap applications and for sanitary sewer taps and/or connections, and laterals.
2. Person or Contractor to do the work (licensed plumber or bona fide resident property owner) must complete the application form. The application form must include the isometric of the interior plumbing and plans and specifications of the proposed work either on back of the application or as an attachment.
3. Plans and specifications must include the following information:
 - A. Waterline
 1. Location of the waterline and distance of the water tap from the nearest sanitary sewer manhole.
 2. Distance and direction of the waterline from the tap to the building.
 3. Distance of the waterline from the nearest building corner to a point where the line enters the building.
 4. Meter size, waterline size, and depth of line. All waterlines underground must be "K" copper.
 - B. Sanitary Sewer
 1. Location of the sanitary sewer and the distance of the sewer tap from the nearest sanitary sewer manhole.
 2. Distance and direction of the sanitary sewer lateral from the tap to the building.
 3. Distance of sanitary sewer lateral from the nearest building corner to the point where the lateral enters the building.
 4. Type and size of materials to be used, and depth of the lateral at its highest point.
 5. Location of all clean outs and floor drains.

C. Storm Sewer

1. Location of the storm sewer and distance of the storm sewer tap from the nearest manhole or catch basin.
2. Distance and direction of the storm sewer lateral from the tap to the building.
3. Distance of the storm sewer lateral from the nearest building corner to the point where the lateral enters the building.
4. Type and size of materials to be used, and depth of the lateral at its highest point.
5. Location of sump pump, foundation drainage, and/or any down spouts to be connected to the storm sewer lateral.

NOTE: For all approved subdivisions as listed on the current "Water Tap-In-Fee" schedule, the City Engineering Department has copies of the "as-built" drawings showing the location of all water, sanitary sewer, and storm sewer tap locations and the distances from the respective tap to the nearest manhole.

D. Interior Plumbing

1. Isometric showing the location and sizes of all waste and vent lines.
2. Type of materials to be used.
3. Number of, and type of traps and fixtures to be installed.
4. The application form and the plans and specifications will be checked for compliance with the Plumbing Code and City of St. Marys Rules and Regulations Governing the Use of Municipal Utilities. Allow a minimum of 24 hours after filing of the application for review by the Director of Public Service and Safety.
5. Permit and Inspection fees are to be paid when the permit application is submitted for approval. Fees are to be paid as per the Schedule of Fees (Item #16) and payment is to be made at the Municipal Building.

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6. The water tap-in fee and time and material charges are based on the meter size(s) and amount of time and material required to make the tap. The estimated time and material charge is to be considered the minimum deposit amount required. The actual charges will be the tap-in fee plus the actual time and material charges.
7. Following the payment of fees, a permit number will be issued and three copies of the permit will be made. One copy will be given to the applicant, one copy will be forwarded to the inspector, and one copy will be forwarded to the Superintendent of Water & Sewer. The original copy will be kept in City files.
8. If a water tap is required, the following steps are also applicable in addition to the above:
 - a. The Plumber will receive a receipt following payment of new service charges as per Schedule of Fees.
 - b. The Plumber will present this receipt or a copy of the permit at the Water Department, 503 S. Wayne Street, and will receive the materials as provided on the receipt.
 - c. A record of the following information will be maintained at the Water Department on all materials issued.
 1. Date materials issued.
 2. Meter size(s) and serial numbers(s).
 3. Name of Plumber installing material.
 4. Address where material is to be installed.
 5. Date of meter location and installation.
 6. Date water service is provided.
 - d. The City of St. Marys will make the water tap and install the waterline from the tap to the curb stop. From the curb stop to the building is the responsibility of the Plumber, unless otherwise agreed.
 - e. The Plumber shall install the meter and remote register in the location(s) shown and approved on the plans submitted. All meters shall be installed inside the building with provisions for the use of a remote register. The meter shall be placed in a free and accessible location with approved meter connections. The remote register will be installed on the outside of the building adjacent to the power or light meter, using No. 18-2 wire vinyl covered wire from the meter location.

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- f. The Meter Reader Supervisor shall inspect the meter and remote register location and installation. If a change in location or installation is required, the Plumber must correct the original copy of the permit. This must be done prior to water service being granted.
 - g. The Meter Reader Supervisor will turn on water service following the satisfactory compliance of all inspections. The Plumber is not permitted to turn on water service, other than to test lines.
9. If water service is required during construction, the service may be provided after proper filing of the plumbing permit and payment of fees.
10. The final inspection must be made before water service is provided. In case of construction water service, the final inspection must be made prior to the transfer of service to the owner's name.
11. A minimum of 24 hours notice is requested for all inspection requests.
12. When a zoning permit is required, this permit must be posted on the job before any inspections will be made.
13. Inspections:
- a. Plans shall be approved and fees paid before a permit is issued.
 - b. New or reconstructed sanitary sewers, waterlines, and/or storm sewer connections shall be inspected before any work is covered.
 - c. Rough-in Inspection:
 - 1. An air test is required on all plumbing located under a concrete floor or slab.
 - 2. Sanitary and/or storm sewers - before any work is covered.
 - 3. Interior - after the rough-in is completed and before any of the work is covered.
 - d. Water meter and remote register location and installation - before permanent water service is provided.
 - e. Final Inspection - before water service is granted or transferred to owner (exception: see #9 & #10). An air test is required on all final inspections.

- 14. During the first inspection of any work, the inspector will affix a colored Plumbing Tag in a visible location on the job site. This tag must be in evidence on all subsequent inspections. The outcome of each inspection will be recorded on this tag as well as the Plumber's copy of the application form, and the inspector's copy.
- 15. The inspector will notify the Utility Office after each inspection and the results will be recorded on the original application form. After completion of all required inspections, the original application form will be removed from a "Permit in Process" file and transferred to an inactive file.
- 16. Schedule of Inspection Fees
 - a. Application for Permit\$10.00
 - b. Each trap or fixture\$1.00
 - c. Sewer Tap and/or Connection
 - 1. Sanitary Sewer\$20.00
 - 2. Storm Sewer\$20.00
 - d. Water Tap
 - 1. Residential and Commercial - based on meter size(s), time and material basis (see Current Fee Schedule).

For approved subdivisions where the developer installs all or part of the water tap, the estimated time and material charges and likewise the total minimum deposit may be different than those shown in these columns. See Water Rates and Service Charges Supplemental Sheet for such subdivisions.

- 17. All apartment buildings constructed or remodeled must have individual water meters and remote registers for each apartment unit, unless otherwise approved by the Director of Public Service and Safety.
- 18. The City of St. Marys has approved the use of plastic conduit for sanitary sewer laterals provided it is of a type approved by the State Plumbing Code and the City of St. Marys, and has a minimum wall thickness of Schedule #40. Schedule 40 plastic conduit may be used public right-of-ways for sewer laterals.

19. An additional \$150.00 estimated time and material charge will be made for all water services that must be pushed under any roadway.

This fee is in addition to the fees as listed on the current Water Tap-In Fee Schedule.

If the actual cost of pushing the water service under the roadway is less than the \$150.00, the difference will be refunded. Likewise, if the cost is in excess of the \$150.00, an invoice will be sent for the amount in excess of \$150.00.

**FREE WATER METER REMOTE READER POLICY FOR HOUSES
DIRECTLY INVOLVED IN THE CURRENT YEAR STREET PROGRAM**

EXISTING INSIDE METER:

If the existing water meter is in a house or building, the City will install at no cost to the owner the wire and remote reader. No plumbing permit shall be required. Access to the inside meter will be required and the right to drill through an outside wall for the wire installation and remote hanging. This will amount to a savings of \$25.00 and do away with the need for a Meter Reader to enter the house each month.

EXISTING OUTSIDE METER:

If the existing water meter is outside a house or building, in a pit, and the line into the house is 3/4" "K" copper or better, or is being changed to 3/4" "K" copper, the owner will need to employ a licensed plumber to make any inside piping changes necessary to install the meter and remote and make sure all water usage goes through it. A \$10.00 plumbing permit will be required to be taken out by the plumber. After this work is completed, the City will, at no cost to the owner, convert the meter tile to a curb box. This will amount to a savings of \$10.00 and insure correct water meter readings and also reading during the winter months when meter pits are covered with snow and cannot be found. It will not be necessary for a Meter Reader to enter the hours for monthly readings.

STREET PROGRAM - FREE REMOTE GUIDELINES

1. No plumbing permit required for inside meter converted by City.
2. A plumbing permit will be required of plumbers making a change over inside of buildings or converting a meter pit installation to an inside meter and remote.
3. This policy shall apply to only those houses or buildings which receive their water service from a water main buried in a street involved in the current year street program.
4. This policy shall apply to only 5/8" meters.
5. Deadline for free remote is November 1st of current street program year or before new curbs and sidewalks are formed or in place, whichever comes first.
6. The City will not convert a meter pit to a curb box until the new meter and remote have been installed inside the house by the plumber. This must be done in compliance with Item #5 above.