

Section 17 – Licensed System Installers and Homeowner Installers

1. General Requirements Licensed Installers

- a. Any person engaged in the business of installing, constructing, altering, or repairing an OWTS shall hold a valid System Installer License issued by the Clear Creek Environmental Health Department. Employees of a Licensed System Installer need not be individually licensed. It is the responsibility of the Licensed System Installer to ensure that all employees working on an OWTS are fully competent to install the system under their company license.
- b. An applicant for a System Installer License shall pass a test that demonstrates knowledge of these Regulations. A passing grade on the licensure test, shall be valid only as long as the person passing the test remains employed by the Licensed System Installer. Full fees must be submitted pursuant to Section 3.10.
- c. The license is valid for one year from the date of issuance. A license that lapses because of failure to renew or is revoked, or suspended, shall be subject to the fee established for a new license upon re-application. If the date of re-application is more than one year after the date the license expired, the applicant shall also be required to comply with Section 18.1.b.

2. Licensed System Installer Minimum Requirements

- a. A Licensed System Installer, must at a minimum:
 - i. Verify that a permit to install, repair, upgrade or alter an OWTS has been issued by the Department prior to commencing installation and maintain a copy of the permit, the engineering design and specifications, and inspection sign-off card;
 - ii. Post the permit inspection sign-off card at the building site in a conspicuous and accessible location. Approval or denial of inspections will be recorded on this card. Inspections must not be conducted by the Department if this card is not posted at the building site;
 - iii. Verify that there have been no changes in the site conditions under which the permit was issued prior to commencing construction, installation, alteration, upgrade or repair. If any condition on the permit, design documentation, or requirements provided for in these Regulations cannot be met, the Licensed System Installer shall notify the Department before proceeding;
 - iv. Perform all work in compliance with these Regulations and the conditions specified on the permit and supporting approved, engineering design; and
 - v. Suspend work and notify the Department should there be any change in site conditions after construction begins that would prevent the installation of the system in accordance with permit conditions or as otherwise provided for in these Regulations. Construction may resume only after written authorization by the Department

3. License Revocation and Suspension

- a. The Board of Health may revoke or suspend a System Installer License for failure to comply with these Regulations.
- b. Revocation or suspension shall take place only after a hearing before the Board of Health. The Licensed System Installer shall be given no less than ten days' written notice of the hearing sent by personal service or registered or certified mail, return receipt requested. The written notice shall specify the violations which are pertinent to the hearing. A Licensed System Installer shall stop all work until the Board of Health reaches a decision after the hearing.
- c. The Licensed System Installer will be given written notice of the decision and findings of the Board of Health. If the Board of Health finds violations, the written notice of decision will specify the violations to the licensed Systems Contractor. Such notices will be given to the licensed Systems Contractor by personal service or registered or certified mail, return receipt requested.
- d. A suspended license will be reinstated after completion of the suspension period that was determined by the Board of Health, not to exceed six months, at which time the Licensed System Installer will be given written notice of the reinstatement of their license. Such notices will be given to the Licensed System Installer by personal service or registered or certified mail, return receipt requested. The license shall still expire at the end of the one year period stated on the license.
- e. A Licensed System Installer may reapply for a new license after revocation only after the System Installer has demonstrated to the health officer the conditions that caused the revocation have been corrected or rectified.

4. Homeowner Installer Minimum Requirements

- a. The owner of a property for which an OWTS permit has been issued may install that system without holding a Licensed System Installer provided that the owner has passed a test that demonstrates their knowledge of these Regulations, has signed the Owner-Installer Affidavit, and paid the full fees pursuant to Section 3.10.
- b. Owner-installers shall be responsible for complying with all applicable requirements of these Regulations.
- c. No portion of the work for an owner-installed system shall be subcontracted to any other person who will be compensated for that work unless that subcontractor is a Licensed System Installer.
- d. Verify that a permit to install, repair, upgrade or alter an OWTS has been issued by the Department prior to commencing installation and maintain a copy of the permit, the engineering design and specifications, and inspection sign-off card;
- e. Post the permit inspection sign-off card at the building site in a conspicuous and accessible location. Approval or denial of inspections will be recorded on this card. Inspections must not be conducted by the Department if this card is not posted at the building site;

- f. Verify that there have been no changes in the site conditions under which the permit was issued prior to commencing construction, installation, alteration, upgrade or repair. If any condition on the permit, design documentation, or requirements provided for in these Regulations cannot be met, the Licensed System Installer shall notify the Department before proceeding;
- g. Perform all work in compliance with these Regulations and the conditions specified on the permit and supporting approved, engineering design; and
- h. Suspend work and notify the Department should there be any change in site conditions after construction begins that would prevent the installation of the system in accordance with permit conditions or as otherwise provided for in these Regulations. Construction may resume only after written authorization by the Department.