

MIAMI COUNTY PUBLIC HEALTH  
PLUMBING DEPARTMENT  
CONTRACTOR INFORMATION

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GENERAL

Plumbing Inspectors are in the office between 8am – 9am, Monday through Friday. Please call 937-573-3504 to speak to an inspector. You may also call to make an in-person appointment.

Miami County Public Health Plumbing Department (MCPH PD) is responsible for all of Miami County, including the City of Piqua. MCPH PD is also responsible for Darke County, Shelby County, and all commercial plumbing work in Mercer County and Auglaize County.

For **Shelby County ONLY**, please contact Sidney – Shelby County Public Health office at 937-498-7249 to register, submit a plan review or for a plumbing permit. The plan review and inspection will be completed by MCPH PD inspectors.

For **Darke County ONLY**, please contact Darke County Health District at 937-548-4196 ext. 207 to register, submit a plan review or for a plumbing permit. The plan review and inspection will be completed by MCPH PD inspectors.

All other registrations, plan reviews, and permit applications should be submitted to MCPH PD.

Plumbing permits for commercial buildings involving a Food Service will not be issued until the Food Service Plan Review is approved through the MCPH Food Program staff.

To keep our fees low, we prefer cash or check for payments. We also accept Visa, Discover, American Express, and MasterCard. Credit Card Information is not kept after processed. All forms may be faxed to 937-573-3502 with Credit Card Information.

No Permits will be issued when Cancellation notice of Insurance is received.

All plumbing work must conform to the Ohio Plumbing Code (Ohio Administrative Code 4101:3) and Miami County Plumbing Regulations. Links to both are found on the Miami County Public Health website under Plumbing.

REGISTRATION

Form P001 and P002

Anyone conducting plumbing work in Miami County must be registered before beginning work. All Plumbing Contractors, Journeymen, Apprentice, Irrigation, Backflow Technicians, Sewer & Water Installers, Water Softener & Heater Installers must be Registered before they begin working in Miami County.

Homeowners of a property that will remain living in that residential property for one year from the final plumbing inspection date are not required to be registered to preform plumbing work at their personal residence. Homeowner shall meet with the plumbing inspector to provide an isometric drawing and information on the proposed plumbing work.

Plumbing Contractors register using Form P001 (Commercial and Residential Plumbing Registration form) for \$200.00. A State of Ohio Plumbing License is required to do commercial plumbing work. Commercial plumbers may do residential plumbing.

A Registered Residential Plumbing Contractor can only complete residential plumbing work.

Sewer & Water Installers, Backflow Technicians, Water Softener & Heater Installers may register using Form P001 for \$200.00 and provide proof of insurance.

Irrigation Installer may register using Form P002 for \$200.00 and provide proof of insurance.

Backflow registration does not require insurance and bond forms if the person registering has a State of Ohio Plumbing License. All persons testing and certifying backflow devices must furnish a copy of the Ohio Certified Backflow Tester Certificate or Card.

Exceptions are made for homeowners.

Homeowner permits can be taken out by person living in the house and will continue to live in the house one year from the date of the final plumbing inspection. The homeowner must meet with MCPH plumbers Monday through Friday from 8am – 9am or call with an Isometric drawing.

To conduct plumbing work in Shelby County, contact Sidney - Shelby County Office at 937-498-7249. To conduct plumbing work in Darke County, contact Darke County Health District at 937-548-4196 ext. 207.

### RENEWAL OF REGISTRATION

Form P001 and P002

Registrations expire on December 31<sup>st</sup> of the licensing year.

Registration renewal packets are mailed each year at the beginning of December to everyone registered in that year. The address listed on the registration form is used for the renewal mailing.

All Plumbing Contractors, Journeymen, Apprentice, Irrigation, Backflow Technicians, Sewer & Water Installers, Water Softener & Heater Installers must be Registered before they begin working in Miami County.

### PERMITS

Form P005 – Application for Plumbing Permit

Commercial permits must be taken out by a State of Ohio licensed, Miami County Registered Plumbing Contractor.

Plumbing Contractors need to bring in Isometric drawing and meet with a Plumbing Inspector Monday through Friday 8am-9am or call. The Plumbing Department has 30 days to complete plan review.

Homeowner permits taken out by a person living in the house and will continue to live in the house one year from the date of the final plumbing inspection. Homeowners need to bring Isometric drawing and meet with a Plumbing Inspector between 8am-9am.

Homeowner permit will not be issued to a landlord of rental property.

Residential permits may be taken out by Miami County Registered Plumbing Contractor. Commercial plumbing contractor may take out residential permits.

The Permit number is assigned on your receipt. You will need this number to schedule inspections. No Permits will be issued when Cancellation notice of Insurance.

To conduct plumbing work in Shelby County, contact Sidney - Shelby County Office at 937-498-7249. To conduct plumbing work in Darke County, contact Darke County Health District at 937-548-4196 ext. 207.

### IRRIGATION PERMITS

Form P006

Complete form and return with \$40.00. Indicate Backflow Installer on permit application. No Permits will be issued when Cancellation notice of Insurance is received.

### BACKFLOW CERTIFICATION

Form P007

A Miami County Registered Plumbing Contractor or Journeyman may test and certify a backflow device. A person certifying devices must have a current Ohio State Backflow Tester Certificate or Card on record with the Miami County Public Health. Certifications must be completed on Form P007 and returned with \$25.00 for each certification.

Miami County Public Health is the record keeper for all annual backflow certifications in all jurisdictions EXCEPT Piqua, West Milton and Ludlow Falls. Please send annual certification results for West Milton and Ludlow Falls to the village of West Milton. All annual certifications inside the city limits of Piqua should be sent to the City of Piqua.

### PLUMBING INSPECTIONS

To schedule a plumbing inspection for all jurisdictions, please have the permit number ready to assist MCPH with your request. Please call 937-573-3504 the day before the proposed inspection to get the inspection in the queue.

The morning of the inspection (next day) call 937-573-3504 between 8 am – 9 am to confirm the inspection is ready and receive an approximate time of the inspection. If you do not call the next day to get the inspection time, the inspector will not do the inspection.