

PROCEDURES FOR PERMIT TO INSTALL (PTI)

- Owner of property/Meter Installer picks up the permit packet to fill out and return to the Village Hall.
- Owner pays permit fee of \$150.00.
- PTI is approved by BPA.
- PTI is copied to the property owner and to the Meter Installer.
- Meter Installer is responsible to pull a plumbing permit with Stark County's Plumbing Department and provides them with a copy of the PTI.
- Meter Installer calls the Stark County Health Department at 330-493-9904, ext. 243, to request an inspection by the Plumbing Inspector.
- Village Hall then notifies the Property Owner that it is ready to be read on or around the 25th of each month.

CONTRACTORS FOR WATER METERS

1. Contractor shall fill out a Village Contractor Registration Application.
 - a. Fees: \$60.00 the first year and \$40.00 renewal.
 - b. \$10,000 Bond Insurance
 - c. \$1,000,000 Certificate of Liability
2. Water Meter PTI Application fee: \$150.00
3. Contractor shall be a Licensed Plumber.
4. Contractor shall be an approved Water Meter Installer.

Submit all paperwork to the Hartville Village Office between the hours of 8:00 a.m. to 5:00 p.m. Monday through Fridays, with the exception of Thursdays from 8:00 a.m. to Noon.

Fee: \$150.00

**INSTITUTION, COMMERCIAL OR INDUSTRIAL
FACILITY WATER METER PTI APPLICATION**

The undersigned, being the _____ of the property located at _____
(Owner) (House/lot number)
on the _____ side of _____ does hereby request a permit to install
(North, South, East, West) (Street name)
and connect a water meter to serve the property at said location.

1. The name and address of the person or firm who will perform the proposed work is _____.
Has the bonding, contractor, and license required for water meter workers been secured from the Village? _____ Yes _____ No
2. Plans and Specifications for the proposed water meter are attached hereto as Exhibit "A". (The Village Engineer must indicate his approval of these plans and specifications before a permit can be issued.)
3. Water meters are subject to all regulations by the Village, and any amendments to the water meter regulations.
4. Water meters shall meet Village Water Meter requirements and approved by the Village Engineer.

In consideration of the granting of this permit to install, the undersigned agrees:

5. To accept and abide by all provisions of the water meter regulations and other applicable ordinances.
6. To maintain the water meter at no expense to the Village. Maintenance records shall be maintained and supplied to the Village.
7. To notify the Village when the water meter is ready for inspection and the connection to the water supply is completed. Any underground water conduit shall remain exposed until inspected and approved. Only approved sections shall be backfilled. Once water meter sewer billing is established, billing cannot be reversed unless approved by the BPA.
8. To grant access to the Village at all times for the purpose of reading the meter or inspection of the meter.
9. Does the applicant have existing indebtedness to the Village _____ Yes _____ No
10. To accept and abide by any provisions for extra strength discharge surcharges. (Actual and /or Engineering practices)

DATE: _____ SIGNED: _____
(Owner Signature/Title)

Application approved and permit to install issued: Permit No. _____ Fee Paid _____
 Cash Check – (Attach Copy)

Date: _____ Signed: _____
(BPA Member)

Date: _____ Signed: _____
(Fiscal Officer)

Date: _____ Signed: _____
(Village Engineer)

Installation Approved: _____ Date: _____
(Stark County Health Department Plumbing Inspector)

EXHIBIT A
COMMERCIAL BUILDING WATER METER P.T.I.
(EXAMPLE)

PROPERTY OWNER _____ LOT NO. _____

PROPERTY ADDRESS: _____



SKETCH ABOVE SHALL DENOTE:

- **Meter Model and Size**
- **Building Pipe Size**
- **Location of meter in building (i.e.: SE corner of building)**
- **Sketch of plumbing/meter -- including well, pump, storage tank, and external sensor.**

METERED COMMERCIAL

Sewer system users with meters for water usage will be billed based on the following:

1 EDU = 6,000 gallons per month

1,000 gallons = 1/6 EDU cost

Monthly Sewer Service Charge = Annual Sewer Service Charge (Commercial)
divided by 12 plus 1/6 EDU times each 1,000 gallons flow recorded by
meter plus Surcharges for BOD and SS.

- a. With respect to commercial sewer accounts, whose meter flow is determined from usage records provided by the City of Canton public water system, such numbers shall be conclusive as to the usage of the user for the period in question, upon submittal of such meter flow numbers from the City of Canton.

- b. With respect to commercial sewer accounts, whose meter flow is determined from a S-meter, other than a meter connected to the City of Canton water system, said user shall be obligated to provide to the Village no later than the 20th day of the month following the preceding month ("Due Date"), the meter reading for such user. Should the 20th day of the month fall on a Saturday, Sunday, or holiday, the due date will be the next day that the Village office open. Any and such submittals to the Village shall be under the penalty of perjury or prosecution for falsification, as well any and all penalties available under Section 904.99. The Village reserves the right to audit and independently inspect any such reading, as necessary. Should the user fail to provide the reading by the Due Date, the Village shall impose a non-

VILLAGE of HARTVILLE

refundable late fee in the amount of Fifty Dollars (\$50.00) ("Late Fee") to said account for each month the reading is late.

- c. All users of the wastewater treatment system shall be billed for sewer service. No user will be granted free services.

1. Sewer Billings:

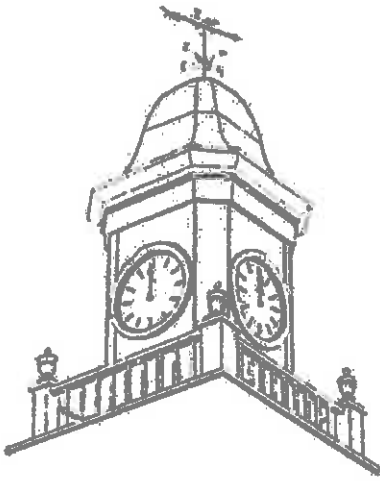
- a. Monthly postcard billings will be mailed by the Village on the first working day of each month in the total amount as calculated under Section 904.03, Item 6. Payments not made within 10 days shall pay a 10% penalty.
- b. Once per year, unpaid sewer user fees shall be placed on the property owner's tax duplicate and certified. The Village will provide all unpaid sewer users fee information to Stark County on the second Monday in September. Stark County will make payment to the Village for all unpaid sewer user fees. Stark County will add any appropriate administrative fees to the sewer user fees and bill the property owners for total fees due in their January tax bill.

2. Sewers Under Control of the Village: All sewers of any kind within the lines of any street or other public ground or any sewer constructed by the Village shall be under the control of the Village.

PRIVATE SEWAGE DISPOSAL

904.04 REQUIREMENTS; PROCEDURE

1. Where a public sanitary sewer is not available under the provisions of Section 904.03, the building sewer shall be connected to a private sewage disposal system complying with the provisions of this Section.



Village of Hartville

202 W Maple St

PO Box 760

Hartville, OH 44632

Phone 330-877-9222 Fax 330-877-9778

Dear Village of Hartville New Business, Contractor or Subcontractor

- The Village of Hartville has a MANDATORY Income tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville must file a return and pay any tax on the net profit. If you have a net loss you are still required to file a return.
- The tax rate for Hartville is 1%.
- Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1%) of the gross salaries, wages, commissions or other compensations.
- Each employer shall on or before the 15th of the month following the close of each calendar quarter, make a return and pay to the Village of Hartville the amount of taxes deducted.
- The yearly filing deadline for the Village of Hartville return is April 15th.
- Failure to file or request an extension before the April 15th due date, will result in a \$25.00 late filing penalty
- Tax forms can be obtained on our Website www.hartvilleoh.com or at the Village Hall located at 202 W Maple St.

Please complete the BUSINESS REGISTRATION FORM and return within 10 business days.

Tanya Cooper
Income Tax Department
tcooper@hartvilleoh.com

HARTVILLE, OH 44632
330-877-9222 FAX 330-877-9778
www.hartvilleoh.com

CONTRACTOR REGISTRATION APPLICATION

Date _____

New Registration (\$60.00) Renewal (\$40.00)

Name _____

Phone _____

Company Name _____

Phone _____

Address _____

City/State/Zip _____

FED ID or SSN _____

TYPE OF REGISTRATION:

General- Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other _____) **HVAC** **Electrical** **Sewer**

Address of Project location: _____

INSURANCE INFORMATION:

Insurance Company & Agent _____

Insurance Co. Address _____ Phone _____

Expiration Date of Policy _____

Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville additional insured, Contractor License Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)

Do you have subcontractors? Yes No (If yes, each subcontractor must complete a Contractor Registration Form.)

Will your company be withholding local income tax from all employees on the job? Yes No (All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

Village of Hartville Income Tax Department
202 W Maple St PO Box 760 Hartville OH 44632
Phone: 330-877-9222 Fax: 330-877-9778

CONTRACTOR LISTING

TYPE	SUBCONTRACTOR	FULL ADDRESS	PHONE #
EXCAVATION			
FOUNDATION			
MASONRY			
STRUCTURAL CARPENTRY			
ELECTRICAL			
PLUMBING			
HVAC			
INSULATION			
ROOFING			
DRYWALL			
FINISHING CARPENTRY			
SIDING			
LANDSCAPING			
PAINTING			
OTHER			

**VILLAGE OF HARTVILLE
STARK COUNTY, OHIO
ORDINANCE NO. 1-15.14**

ORDINANCE NO. 1-15.14, amending and replacing Ordinance 1-12.15, requiring the registration of contractors and subcontractors with the Building Department of the Village of Hartville, Ohio, and declaring the same to be an emergency.

**BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HARTVILLE,
STARK COUNTY, OHIO**

Section 1: Findings and Determinations. This Council finds and determines the following matters:

- (a) The Village desires to promote the public health, safety, and general welfare of its residents by requiring the registration of contractors and subcontractors with the Village's Building Department.
- (b) All formal actions of this Council relating to the enactment of this Ordinance were taken in an open meeting of this Council and all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22, Ohio Revised Code.

Section 2: Definitions. For the purposes of this ordinance, the following definitions apply:

- (a) "Contractor" means any person, firm, or corporation entering into a written or oral contract or agreement as a primary or general contractor to supply goods, services, or labor within the corporate limits of the Village. For the purpose of this ordinance contractors are, but not limited to: General Construction/Demolition, Electrical, HVAC, and Sewer.
- (b) "Subcontractor" means any person, firm, or corporation, assuming by secondary contract or agreement, some or all of the obligations of the primary or general contractor.
- (c) "Village" means the Village of Hartville, Ohio, which, in the act of registering does not certify, endorse, or imply the qualifications of any contractor.

Section 3: Registration Requirements.

- (a) Before supplying goods, services, or labor, contractors and subcontractors must register with the Village's Building Department.

- (b) This registration requirement does not replace or supersede any applicable State or Federal licensing requirements.
- (c) This registration requirement does not apply to work personally performed by property owners on or to their primary residential dwellings.

Section 4: Registration Fees and Bonds.

(a) **Registration Fees** – Before registration is granted and before any expiring registration is renewed, the contractor or subcontractor must pay the Village a \$60.00 fee for an original registration and a \$40.00 fee for a renewal registration (“Renewal Fee”). All registrations are valid for one calendar year, from January 1 to December 31. In order for a registrant to be qualified for the Renewal Fee, the renewal must occur no later than thirty (30) days from the expiration of the current registration.

(b) **Bonds** – Each applicant for a registration, must, before receiving a registration, submit a Surety Bond to the Village. The Surety Bond must be issued by a company approved and authorized to issue bonds by the State of Ohio bound to the Village in the penal sum of \$10,000.00.

Section 5: Liability Insurance Required. No person may act as a general contractor or subcontractor within the Village, nor may be registered, unless that general contractor or subcontractor deposits with the Village, a certificate of liability insurance for \$1,000,000 issued to that general contractor or subcontractor by a company approved and authorized to issue such insurance by the State of Ohio. Coverage must be kept current during the effective life of the registration period. Failure to maintain coverage and provide proof of coverage is grounds for revocation of a registration.

Section 6: Registration Renewal. Each registration expires on December 31 of each year, and will be renewed only upon application and payment of the required renewal fee to the Village.

Section 7: Suspension or Revocation. Any registration may be revoked upon conviction of the registrant of any such certificate; conversion of property or funds belonging to another, failure to complete any contract or work undertaken under this registration, unreasonable delay in the completion of work performed, use of unapproved or fraudulent material, involuntary petition of bankruptcy by registration certificate holder, or unauthorized departure from plans or specifications agreed to by certificate holder and owner.

Section 8: Failure to Register. Should any contractor or subcontractor be found by the Zoning/Building Officer to be performing work without registering with the Village, then the Officer shall cause all work to cease immediately until all of the requirements listed in this Ordinance have been met.

Section 9: Penalty. Any person who violates any provision of this ordinance is guilty of an offense punishable by a fine of not less than \$100 nor more than \$1,000.00. Each day that a violation continues is deemed a separate offense.

Section 10: Repeal of Inconsistent Ordinance. To the extent that any previous and/or existing Ordinance of the Village is in conflict with this Ordinance, the same is hereby expressly repealed upon the passage of this Ordinance, including but not limited to Ordinance 1-09.12.

Section 11: Statement of Emergency. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village and its inhabitants.

Section 12: Effective Date. Provided that this Ordinance receives the affirmative vote of two-thirds of the members elected or appointed to Council, it will take effect and be in force immediately upon its passage; otherwise, it will take effect and be in full force at the earliest period allowed by law, and shall take effect immediately upon its passage.

DATED: July 21, 2015


Richard A. Currie, Mayor

ATTEST:


Scott K. Varney, Village Fiscal Officer