

## **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 25<sup>th</sup> of each month.

## **CONTRACTORS FOR WATER METERS**

1. Contractor shall fill out a Village Contractor Registration Application.
  - a. Fees: \$75.00 the first year and \$50.00 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)

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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)

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

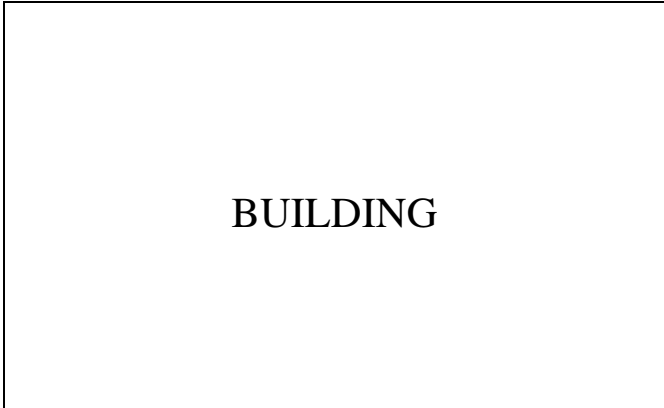
**EXHIBIT A**  
**COMMERCIAL BUILDING WATER METER P.T.I.**  
**(EXAMPLE)**

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PROPERTY OWNER \_\_\_\_\_ LOT NO. \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

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W § E  
S



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**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.**

VILLAGE OF HARTVILLE  
202 W. MAPLE STREET, P.O. BOX 760  
HARTVILLE, OH 44632  
330-877-9222 FAX 330-877-9778  
[www.hartvilleoh.com](http://www.hartvilleoh.com)

**CONTRACTOR/SUBCONTRACTOR REGISTRATION APPLICATION**

Date \_\_\_\_\_

New Registration (\$75.00)       Renewal (\$50.00 - if registered the previous year)

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 as certificate holder, Surety 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.**

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.

The Village of Hartville is an equal opportunity provider.

**Village of Hartville**  
202 W Maple St  
PO Box 760Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
tcooper@hartvilleoh.com

## **INCOME TAX DEPARTMENT**

### **CONTRACTOR & SUBCONTRACTOR TAX INFORMATION**

#### **ANNUAL TAX RETURN FILING**

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. An annual return must be filed and tax paid 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%. The yearly filing or request for an extension deadline is April 15<sup>th</sup>. Failure to file or request an extension on or before the April 15<sup>th</sup> due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at [www.hartvilleoh.com](http://www.hartvilleoh.com).

#### **EMPLOYEE WITHHOLDING**

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, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed **CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM** and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Tanya Cooper  
Income Tax Clerk  
tcooper@hartvilleoh.com

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**Village of Hartville**  
202 W Maple St  
PO Box 760  
Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
tcooper@hartvilleoh.com

**Income Tax Department  
Contractor and Sub-Contractor Business Registration**

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions by typing or print plainly and return to the Village Hall by mail, fax or email.

ACCT # (to be assigned upon receipt)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Tax ID/S.S. #: \_\_\_\_\_

Job Name & Location: \_\_\_\_\_

Date Job Started: \_\_\_\_\_ Estimated Length of Job in days: \_\_\_\_\_ (mandatory)

Please check one:  annual year-end filing forms are not necessary, use a professional tax service  
 send pre-printed annual year-end filing forms to:

Please check one:  pre-printed withholding forms are not necessary, use in-house software system  
 use a third party Payroll Company – Name: \_\_\_\_\_  
 send pre-printed withholding forms to: \_\_\_\_\_  
\_\_\_\_\_

Employee withholding is submitted: Monthly  or Quarterly

The Village of Hartville imposes an income tax at the rate of one percent (1%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed \_\_\_\_\_ Date \_\_\_\_\_