KRISTEN ATHA
Director

COLUMBUS WATER & POWER

RULE AND REGULATION 24-04 **December 2024**
Department of Public Utilities Recreated on September 18, 2026

SUBJECT: TO ESTABLISH REQUIRED AUTHORIZATIONS FROM THE PUBLIC UTILITIES DIRECTOR PRIOR TO WORK ON CITY WATER AND SEWER LINES.

Pursuant to Columbus City Code §1131.02 and §1103.06, the Director of the Department of Public Utilities ("DPU") hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest date allowed by law. This rule and regulation rescinds rule and regulation 09-05 published July 22, 2009. These rules and regulations are in addition to any requirements presently established or as may be established from time to time by Ordinance or Resolution of City Council or by rules and regulations that may be adopted by the Department of Public Utilities of other offices, boards, commissions, agencies, divisions, or departments of the City.

APPLICATION
The purpose of this rule and regulation is to ensure that contractors who work on the City's water and sewer lines have the minimum qualifications and experience.

A. New applications

1. Application

Contractors who wish to work on City sewer lines and/or water systems must complete a pre-approval application on a form prescribed by the DPU Director to the DPU Contractor Review Committee, 910 Dublin Road, Columbus, Ohio 43215.

2. Minimum Experience

Applicants for a sewer authorization and license, a water authorization and license, or a combined water/sewer authorization and license shall provide evidence in writing that they have:

a. At least three years of cumulative work experience under the supervision of a Columbus or other recognized jurisdiction's licensed contractor on sewer lines, water systems (including water service lines and taps), or combined sewer and water lines or systems; or

b. A current, valid license as a contractor in another recognized city, county, or state to work on sewer, water, or combined sewer/water lines or systems; or

c. Two full years of experience working on sewer lines, water systems, or combined sewer/water lines or systems.

3. Testing

a. Effective January 1, 2025, applicants must successfully pass a written multiple choice test with a score of 70% or better prior to issuance of the authorization.

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The test must be taken in person. Testing will be held on the 3rd Thursday of each month at either 111 N. Front St., Columbus, OH 43215, or 910 Dublin Rd., Columbus, OH, 43215. Location will be determined based on facility availability. Applicants requiring accommodation shall include details of the accommodation needed on the pre-approval application form.

b. Upon approval of the application and issuance of the authorization, the applicant will present DPU authorization to the Licensing Section of the Department of Building and Zoning Services for final review and approval and issuance of the license. The DPU authorization is valid for ninety days.

c. Applicants must complete the licensing process with the Department of Building and Zoning Services by obtaining a $25,000 surety bond, providing proof of insurance, and paying all applicable fees to the Licensing Section.

B. Renewal of License

1. Once issued, a water, sewer, or water/sewer license shall expire 1 year from issuance at the end of the month of issuance. Example – A license issued on January 10, 2025 will expire on January 31, 2026.

2. Failure to renew and/or complete the renewal process of an issued license under this rule within ninety calendar days following its expiration shall require a new application and additional DPU approval.

C. Oversight of Authorizations and Licenses

1. Pursuant to CC 4114.003, the Boards of Review will continue to exercise their oversight of Department of Building and Zoning Services issued licenses.

2. The DPU Director will exercise oversight of DPU authorizations and may revoke a sewer, water, or combined sewer/water authorization for good cause shown.

APPROVED: Kristen Atha
Director
Department of Public Utilities

Dates in City Bulletin: 12/14/2024; 12/21/2024

Effective Date: January 1, 2025

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