



**Miami County, Kansas**  
**Code Services Department**  
Building Inspection • Environmental Health  
Code Enforcement • Sewer District Operations  
201 S Pearl Street • Paola, Kansas 66071-1777  
Phone: 913-294-4117 • Fax: 913-294-9545  
www.miamicountyks.org

## ONSITE INSTALLER LICENSE APPLICATION

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*\*\*This application along with the Onsite Installers Test is needed for the initial issuance of an Onsite Installers License. Please contact the Miami County Codes Services Department for information on obtaining the test.\*\**

I understand that Miami County, Kansas has adopted and will enforce the 2004 Miami County Environmental Health Sanitary Code, and agree to comply with these requirements and all other applicable local, state and federal regulations. To the best of my knowledge, the above information is true and correct.

**Please note** that a certificate of insurance is required to be submitted with all applications for contractor licenses. Applicants shall also submit a copy of their 3 hours of Continuing Education for renewal purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **OFFICE USE:**

**License Fee: \$ 150.00**

**License #** \_\_\_\_\_

**Application Fee: \$50.00**

**Test/Certificate:** \_\_\_\_\_

**Test Fee: \$100.00**

**Insurance Expiration Date:** \_\_\_\_\_

**Total Fees: \$300.00**

**Date Paid:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**License Required.**

No person shall install, engage in the installation of, or repair an onsite wastewater system unless that person holds a valid Installer License issued by the Miami County Code Services Department. Employees of a validly licensed Installer are not required to be separately licensed.

**License Term and Renewal.**

Any license issued under this Article shall expire on December 31 of each year and must be renewed annually, on or before February 15th of any following year. Applications for licenses and renewals shall be filed on forms supplied by the Miami County Code Services Department. All required license fees shall be paid at the time of application for the license or renewal, and no fee required under this Code shall be prorated or refunded for any partial term or part-year application.

**Standard of Performance.**

Prior to the issuance or renewal of a license under this Article, the applicant shall be required to demonstrate adequate knowledge of the regulations pertaining to an onsite wastewater system and general engineering principles pertaining to such systems. The administering authority may consider actual experience, education, or professional licensing of the applicant in the granting or denial of an application for an initial license or renewal, including prior revocations or disciplinary action.

Attendance by any applicant at an appropriate training workshop, conducted or sponsored by the Code Services Department or other recognized governmental, educational or professional institution, and satisfactory completion of a written examination administered by or on behalf of the Code Services Department covering subjects related to public health concerns, sewage disposal techniques, standards for design, construction or installation of onsite wastewater systems, sewage treatment theory, and/or hydraulics shall satisfy the requirements of this Section. Any applicant who fails to satisfactorily complete the written examination may retake the examination after thirty (30) days.

**Continuing Education.**

Every person licensed as an Installer under the authority of this Article must obtain a minimum of three (3) hours of approved continuing education each calendar year, and no license issued under this Article will be renewed without submission of a certification of the training to the director of the Code Services Department. The training, to be approved, must be directly related to the knowledge requirements necessary for issuance of the license under Section 3. Attendance at any workshop conducted, sponsored or approved by the Code Services Department or any applicable professional association shall satisfy the requirements of this Section.

**Certificate of Insurance.**

A licensed installer shall have and maintain insurance for liability and workmanship in amounts and forms as designated by the administering agency, and a copy of the certificate of insurance shall be filed with the agency.

**Code Compliance.**

The installation, relocation, or repair of any onsite wastewater system shall be in compliance with the provisions of this Code.

**License Revocation.**

A license may be revoked for failure to comply with this Code. The revocation procedure shall comply with the provisions of Chapter I of this Code.