

APPLICATION

FOR

City of Reynoldsburg List of Approved Certified Backflow Assembly Testers

If you wish to be placed on the City Of Reynoldsburg's list of Approved Certified Backflow Assembly Testers, return the attached application form, to the City of Reynoldsburg. The City of Reynoldsburg's guidelines are listed below. If you have any questions, please call (614) 322-4500 from 7:00 am – 3:30 pm Monday – Friday.

What You Must Have: To be placed on the City of Reynoldsburg's list of Certified Backflow Assembly Testers, you must have and maintain the following required documentation:

1. Current State of Ohio Backflow Assembly Tester certificate.
2. Currently registered and bonded in accordance with the City of Reynoldsburg Building Division's requirements for Plumbing Contractors.
3. Certificate of all testing equipment showing calibration within last (120 twelve months).

What You Must Do:

1. Ensure that test forms are complete, accurate, and legible. Failure to submit reports that are complete and accurate may result in rejection of all reports, removal from City's list, and/or a requirement to retest the backflow assembly.
2. All test forms must be submitted to the City's Water Dept. Office within (5) five days of completion.
3. Provide a copy of the completed test report to the property owner and/or person in charge of premise.
4. Be responsible for quality control and provide Reynoldsburg's Water customers with accurate test results.
5. Provide the City Of Reynoldsburg with copies of the above-referenced required documentation annually. You will be responsible to do this. You will **not** be notified by our office when you need to update your information.

We Reserve the Right To:

1. Randomly check test results submitted.
2. Remove your name from the City's list for failure to follow these guidelines. If you are removed from the list, any test results from you, or your company, will not be accepted.
3. List your information for customers on the City website. Information will include, but is not limited to:
 - Tester's Name
 - Telephone Number
 - Certification Number
4. Accepting faxed copies of test reports is currently acceptable and is done as a convenience to you, the tester. If this is or becomes a problem in the future the City may, at its discretion, require that only originals be sent via mail or hand carried to the Water Office.

**Backflow Assembly Tester
Application Form
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Application: Please provide the following information then sign and date the form. Mail this application with the required documentation to the address provided below. Please print clearly. Incomplete or illegible paperwork will not be accepted.

Required Information

(Please print)

Business Name: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax # _____

Is this Company Registered and Bonded in accordance with the City Of Reynoldsburg Building Division's requirements for Plumbing Contractors? Yes: ____ No: ____

State Certification Card(s): Provide a copy of your State Certification card(s)

Equipment Calibration Certificates(s): Provide copies of your current equipment calibration certificate(s).

Test equipment: Make: _____ Model: _____ Serial# _____

Please note, certificates must clearly state who the test equipment belongs to or is used by.

I, the undersigned, have read and agree to the City Of Reynoldsburg Backflow Assembly Tester guidelines.

Tester Name (print clearly) _____ Date _____

Signature of Certified Tester: _____

State Certification Number: _____

Return This Completed Application by mail or in Person To:

City Of Reynoldsburg, Water Office

Attention: Matt Regan

7232 E. Main St.

Reynoldsburg, Ohio 43068

For More Information: Call The Reynoldsburg Water Dept. @ (614) 322-4500 Monday thru Friday
7:00 am – 3:30 pm