



## Instruction Sheet for Sewer Builder's License & Bond

Phone: (216) 664-2264

Hours of Operation  
8:00 a.m. to 4:30 p.m. Weekdays

[DALLicenses@clevelandohio.gov](mailto:DALLicenses@clevelandohio.gov)

### When do you need a Sewer Builder's License and Bond?

A license and bond is required to install, extend, maintain, or repair any sewer connection or do any related work in the City of Cleveland.

This is a bi-annual license that expires on December 31<sup>st</sup> of every even-numbered year.

City of Cleveland Codified Ordinance Chapter §541.04, Sewer Builder's License and Bond.

**City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.**

### How to obtain and/or submit a Sewer Builder's License and Bond application:

In Person: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114. Applications are accepted Monday-Friday, 8:00 a.m. – 4:30 p.m.

By Mail: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114.

### What to bring or submit to the Division of Assessments and Licenses:

- 1) Completed Sewer Builder Bond application that is signed by the Commissioner of Water Pollution prior to submission to the Division of Assessments and Licenses.
- 2) Fee of \$50.00. Fees are payable by cash, check, or credit card at the time of application submission. Fees are non-refundable. Make checks payable to the City of Cleveland.

### Please note the following:

By completing the application, the applicant agrees to comply with the Codified Ordinances and any rules and regulations promulgated by the Director of Public Utilities or the Commissioner of Water Pollution Control under this chapter.

For each applicant who has never been licensed and bonded as a sewer builder, and for each sewer builder who has failed to renew his or her license and bond for a period of one (1) year or more, a certificate signed by at least two (2) reputable sewer builders to the effect that the applicant is known to them to be qualified to perform the work of a sewer builder.

### Bond Information:

- Five thousand dollars (\$5,000.00);
- Surety Company must be authorized to write bonds in the State of Ohio;
- Must be completed by an insurance agent;
- Insurance company must stamp and/or seal bond (future dates prohibited);
- Bond must have signature of the Commissioner of Water Pollution Control prior to submitting to the Division of Assessments and Licenses;  
(Commissioner's signature must be obtained in person at WPC located at 12302 Kirby Ave., Cleveland, OH 44108 or contact (216) 664-2750)
- Applicant must provide name and Social Security Number (located below Firm Name);
- Expiration date of the license and bond is December 31<sup>st</sup> of every even-number year;
- Expiration date of the insurance should read "January 1st of the next odd-numbered year";
- Date on Power of Attorney form **MUST** match Witness seal date on bond (future dates prohibited);
- Applicant's first & last name must be entered on the bond except for those spaces requesting Business or Firm name; and
- Applicant **MUST** provide Federal EIN number on the license and bond application (write directly under SSN).