



Portage County Combined General Health District

999 East Main Street
Ravenna, Ohio 44266
www.portagehealth.net



Portage County Health District 330-296-9919
Fax 330-297-3597
Portage County WIC 330-297-9422
Columbiana County WIC 330-424-729

Rebecca Lehman, MPH, MPA, CHES, Health Commissioner

May 31, 2026

Dear Portage County Plumbing Contractor:

Plumbing Contractor Registrations expire on June 30, 2026. If you plan to work during the 2026-2027 year, please submit the following:

1. Plumbing Contractor Renewal Application Form

Please review and update any information, have signature notarized, and return this form so that we may update our computer records.

2. State of Ohio Contractor License (Plumbing)

Enclose a current copy of the Plumbing Contractor's License. The name on the State of Ohio Contractor license must match the application. If operating as a company, the information must match the Secretary of State Business Filings.

3. Certificate of Insurance

Please provide a current certificate of insurance in the amount of \$300,000/\$300,000 Bodily Injury and \$100,000 Property Damage with Portage County Health District, 999 East Main Street, Ravenna, Ohio 44266, as the certificate holder. Certificates of Insurance must show an expiration date; those marked "Continuous" will not be accepted.

4. \$150.00 check payable to the Portage County Health District.

PLEASE NOTE:

Each permit includes one (1) rough and one (1) final inspection. At the time of application only, additional inspections can be applied at a cost of \$35.00 each. After the initial application, a \$50.00 fee will be assessed for each additional inspection.

To assist us in providing timely inspections, please provide the permit number, address, lock box code, and township when scheduling inspections. No plumbing systems will be approved without a water or vacuum test at the time of inspection.

Please be aware that the Portage County Health District **does not** have jurisdiction within the cities of **Aurora, Kent, Ravenna, and Streetsboro**.

If you have any questions, please contact this office by phone Monday through Friday, 8-10 AM at (330) 296-9919 ext. 104 or through email pchd@portagehealth.net.

Enclosures

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This Agency is an equal provider of services and an equal employment opportunity employer – Civil Rights Act 1964 (CRA)