



## Island County Public Health

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## PROCEDURES FOR AN INSTALLER LICENSE

- Please complete and submit the Application for Sewage System Installer Examination. Written proof of satisfactory experience in the field of OSS installation is required. This includes, but may not be limited to:
  - Two years of approved experience showing increased responsibility for installing onsite septic systems. Up to one year of this experience may be satisfied by WOSSA Installer certificate.
  - At least one letter of recommendation must be submitted with the exam application from a licensed OSS Installer, Local Health Jurisdiction Sanitarian, or licensed designer with firsthand knowledge of the experience you have gained.
- Michele Guinn, the Onsite Manager will review your application and verify that you are qualified for the exam. Please contact her at 360-678-7914 or [M.Guinn@islandcountywa.gov](mailto:M.Guinn@islandcountywa.gov).
- If you are deemed qualified, the current fee for the exam is payable before the exam is given. You will schedule the exam with Michelle Guinn.
- The exam results take about one week. If you do not pass, the exam can be taken again in 30 days.
- After you pass the exam, submit the Installer Application with the other required paperwork.
  - A copy of your current contractor's license.
  - The original \$30,000 COMMERCIAL INSTALLER'S/MSP BOND. **Note: The Bond must run with the Calendar Year (January 1<sup>st</sup> through December 31<sup>st</sup>). The Bond MUST be on the Island County's "COMMERCIAL INSTALLER'S/MSP BOND" form.**
- After the first year, a separate fee of \$258.00 per year is required for your license.

For Copies of "Standards & Guidance" publications please go to:

<http://www.doh.wa.gov/Publicat/publications.htm>

\*\*For any questions, please contact Linda Hammer @ [Lindah@islandcountywa.gov](mailto:Lindah@islandcountywa.gov)