



Jefferson County Code Enforcement  
Building Division  
P.O. Box 100  
Hillsboro, MO 63050  
(636) 797-5310

Email: [BuildingPermits@jeffcomo.org](mailto:BuildingPermits@jeffcomo.org)

The following is required to apply for an On-site System Installer's License in Jefferson County:

A contractor applying for an on-site sewer system installer license must demonstrate that at least one (1) employee is at least twenty-one (21) years of age and has passed the approved exam for a master drainlayer with a score of seventy percent (70%) or greater within the past six (6) years, possesses a registered installer's license as an advanced On-Site Wastewater Treatment Installer from the Missouri Department of Health and satisfies one (1) of the following experience requirements:

At least five (5) years of experience in on-site sewer system installation under the personal direction of a licensed On-Site Sewer System Installer or under laws and regulations requiring similar qualifications. No credit shall be granted any applicant for experience gained while doing work that is ordinarily incidental to the drainlaying industry or for any experience gained illegally;

**OR**

A degree in civil or mechanical engineering from an accredited college or university, and three (3) years' experience in design, installation and planning of private and public sanitary or storm sewer systems.

## **Current Submittal Requirements**

1. One digital front facial view photograph.
2. License and Permit Bond in the amount of \$25,000 with Jefferson County as the obligee.
3. Current \$1,000,000.00 Certificate of Liability Insurance with a ten (10) day cancellation clause and two hundred fifty thousand dollars (\$250,000.00) per occurrence limit. The certificate must show Jefferson County as certificate holder.
4. \$30.00 nonrefundable Application fee.
5. Copies of any/all of your current on-site sewer system installation licenses held in other counties or municipalities.
6. There will be a \$150.00 fee payable upon approval of your Contractor's license by the Code Official.

**\*\* Jefferson County Resident \*\***Submit proof of paid Personal Property Tax, Real Estate Tax, Business Property Tax, and Business Real Estate Tax (if applicable).



**JEFFERSON COUNTY MISSOURI  
ON-SITE SYSTEM INSTALLER  
CONTRACTOR APPLICATION**

Date of Application \_\_\_\_\_  
Applicant Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home City, State, Zip \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Company City, State, Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_  
State License Registration No. \_\_\_\_\_  
Email Address \_\_\_\_\_

*Misstatement of any kind of this application may invalidate this application or result in revocation of applicant's license/certificate.*

I, \_\_\_\_\_ hereby swear all facts stated above are true.

Signature \_\_\_\_\_

**Office use only. Do Not write below this line**

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Application Received Date \_\_\_\_\_  
Copy of State Licensed ID Card Received \_\_\_\_\_ Yes \_\_\_\_\_ No  
\$25,000 Bond Received \_\_\_\_\_ Yes \_\_\_\_\_ No  
Bond made out to Jefferson County \_\_\_\_\_ Yes \_\_\_\_\_ No  
Bond states licensed as Drainlayer \_\_\_\_\_ Yes \_\_\_\_\_ No  
Bond signed \_\_\_\_\_ Yes \_\_\_\_\_ No  
Certificate of Liability Insurance received \_\_\_\_\_ Yes \_\_\_\_\_ No  
Insurance amount is correct \_\_\_\_\_ Yes \_\_\_\_\_ No  
Registration approved date \_\_\_\_\_

