



Backflow Tester Registration Form

This form should be used to register or re-register an individual as a Backflow Tester with Orange County. All registration information should go to the Orange County Division of Building Safety. Please do not give registration information to the Orange County Utilities Water Division. The Orange County Utilities Water Division will not place a Backflow Tester's name on its list of contractors until the Orange County Division of Building Safety registers him/her.

Please complete the following:

Date: _____

Name of Backflow Tester: _____

Company: _____

Company Address: _____

Email Address: _____

Phone: (____) _____ Fax: (____) _____

You may mail, bring in person or email this completed form and the required items (listed below) to:

Orange County Division of Building Safety – Contractor Licensing Section
201 S. Rosalind Avenue, 1st floor, Orlando, FL 32802
Email: Contractorlicensing@ocfl.net

Required items to mail, bring with you or email to the Orange County Division of Building Safety include:

- Completed Backflow Tester Registration Form
- Current/non-expired backflow tester training school certificate
- Current/non-expired gauge calibration certificate
- Voluntary Code of Conduct signed by Backflow Tester
- Annual administrative recording fee of \$22 (Payable via check to: Orange County Division of Building Safety) (Due every year by September 30th)
- Email Address of Backflow Tester

For licensing and registration questions, please contact the Orange County Division of Building Safety at (407)836-5522.

The Orange County Utilities Water Division is tracking backflow assemblies for containment only (at the water meter or property line) to include residential irrigation, which may be on the side of the building.

Backflow assembly tests for the Orange County water service area can be faxed to (407)836-6830. Please do not send or fax internal plumbing backflow assembly test reports to the Orange County Utilities Water Division.

For all other questions, please contact the Orange County Utilities Division at (407)836-6970 or Email to: Water.Backflow@ocfl.net

A list of all registered Backflow Testers' is available on Orange County's website at: <http://www.orangecountyfl.net/ebuilding/contractorsearch/contractorSearch.asp> (Use Option 3: Search by License Type)

Para más información, por favor llame al Departamento de Servicios Públicos del Condado de Orange y pida hablar con un representante en español. El número de teléfono es 407-836-6800.



**VOLUNTARY CODE OF CONDUCT FOR BACKFLOW PREVENTION ASSEMBLY TESTERS
REGISTERED WITH ORANGE COUNTY DIVISION OF BUILDING SAFETY**

1. A Backflow Tester must have up to date gauge calibration certificate and a non-expired backflow tester training certification and registered with Orange County Division of Building Safety to be listed by; Orange County Utilities customer notification letters.
2. A Backflow Tester must not knowingly falsify the results of any backflow assembly tests as described below.

EXAMPLES:

- A. Signing backflow test reports for tests they did not perform.
 - B. Making unneeded repairs, failing a backflow assembly to just obtain new business work.
 - C. Not having proper backflow certification to perform tests in Orange County.
 - D. Not using proper test procedures.
 - E. Using unauthorized backflow, non-calibrated test kit equipment.
 - F. Falsifying records or reports.
 - G. Not taking reasonable precautions to prevent backflow.
 - H. Not obtaining proper permits.
3. A Tester must not remove, replace or relocate a backflow device without the approval of the water purveyor (Orange County Utilities 407-836-6970).
 4. Notify the water purveyor (Orange County Utilities 407-836-6970) if a new replacement assembly is installed with the water meter number associated with it and the old assembly serial number.
 5. All backflow assembly test reports must be submitted to the water purveyor within 10 days of the initial test, no matter what the result. If there is a specific problem relating to the test or the test report form, the Tester must call the water purveyor Orange County Utilities at 407-836-6970 or 407-836-6873.
 6. All backflow test reports must be legible and contain all appropriate information pertaining to the test and can be emailed to Water.Backflow@ocfl.net, faxed to: (Orange County Utilities 407-836-6830) or mailed to: Orange County Utilities, Water Division, 8100 Presidents Dr., Orlando, FL 32809.
 7. A Tester must renew their backflow Tester certification every two years and pay the annual backflow tester registration fee (**\$22.00**) to: Orange County Contractor Licensing Section, 201 South Rosalind Ave, Orlando, FL 32801, First floor.
 8. It is the Tester's responsibility to inform Orange County licensing of any changes in their address, phone numbers, etc. You can call: 407-836-5522, or email: Contractorlicensing@ocfl.net. Any Backflow Tester failing to comply with the provisions of this Voluntary Code of Conduct is subject to removal of the Backflow Testers listing by Orange County Utilities. The results of the action can be the loss of listing privileges. By signing this sheet, I will to the best of my ability comply with the Voluntary Code of Conduct and be subject to terms listed above 1-8.

Print Testers Name: _____

_____ Date

Backflow Tester Signature: _____

Contractors Information (Please Print)

Company, Business Name, (If independent contractor list name)	
Business Mailing Address	
City	
Zip Code	
Phone Number	
Fax number	
New BF Registration Number Issued by Orange County Division of Building Safety	BF <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Official Use Only

**Cc: Completed form faxed to Orange County Utilities
(Backflow Prevention, Water Division) Date:** _____

**FAX: 407-836-6830
Revised 02/16/16**



DIVISION OF BUILDING SAFETY

201 South Rosalind Avenue, 1st Floor ▪

Reply To: Post Office Box 2687 ▪ Orlando, Florida 32802-2687

Phone - 407-836-5550

www.ocfl.net/building

Permits: BuildingPermitting@ocfl.net Phone: 407-836-5550
Records: BuildingRecords@ocfl.net Phone: 407-836-5550 (Re-inspections, CO's)
Licensing: ContractorLicensing@ocfl.net Phone: 407-836-5522 (Escrow deposits, Renewal's)
Inspections: FastTrack@ocfl.net (for Overtime Inspections only)

CREDIT CARD AUTHORIZATION

Date: _____

CARD HOLDER'S NAME: _____, authorizes the Orange County Division of Building Safety to process a charge against my credit card account in the amount of \$_____ for the payment of:

- Permit Fee(s) Re-inspection fee(s) License or Recording Fee
- Escrow Deposit Overtime Inspection Other: _____

Contractor's License #: _____

Company Name: _____

Company Email: _____

Permit number(s): _____

Type of Credit Card: Visa Master Card American Express Discover Card

Account Number: _____

Code # if required: _____ (Three or four digit number on the back of the credit card)

Credit Card Expiration Date: _____

Telephone Number: _____

Card Holder's Name as it appears on the Credit Card: _____

Authorized Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Payment will not be accepted if this form is not completely filled out.

The County will not maintain a record of your credit card information for future use.

Therefore this information must be provided on a new form each time you use this service.