

## **O.S.S.F. DESIGNATED REPRESENTATIVE - WHO ARE THEY?**

**Designated Representative Duties** - A designated representative shall:

1. use reasonable care, judgement, or application of knowledge in the performance of his or her duties;
2. not practice theft, fraud, or deceit in the application of his or her duties;
3. enforce the rules and regulations of the permitting authority's OSSF program;
4. maintain accurate records of permitting, inspections, and nuisance complaints;
5. investigate and resolve nuisance complaints;
6. not knowingly accept falsified information on any permit applications or other documentation;
7. only receive compensation for OSSF-related services directly from the authorized agent or in accordance with a signed contract with the authorized agent;
8. verify that an individual is an installer possessing a valid certification and the correct classification for installing, constructing, altering, extending, or repairing that particular OSSF before the initial inspection;
9. perform a satisfactory and valid final inspection of an OSSF at the job site to verify that minimum criteria of this chapter or the more stringent criteria of the authorized agent has been met;
10. verify the existence of an adequate maintenance contract between the property owner and the maintenance company, if required; and
11. not operate as a registered installer while employed or compensated by the permitting authority within their area of jurisdiction.