

**INSTRUCTION FOR FILING
APPLICATION FOR DRAIN
LAYERS LICENSE
DEPARTMENT OF PUBLIC
WORKS HOLDEN, MA**

A CHECK IN THE AMOUNT OF \$50.00 MADE PAYABLE TO THE TOWN OF HOLDEN MUST ACCOMPANY YOUR APPLICATION.

1. General Liability Insurance Certificate - coverage with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and listing the Town of Holden (the "Town") as an additional insured; automobile liability coverage in amounts no less than \$1,000,000 combined single limit, and; excess liability with \$1,000,000 minimum limits in excess of underlying limits with the umbrella being no more restrictive than the underlying coverage
2. Current Performance Bond - in the amount of \$5,000 (comes from your surety agent). The original bond, with the seal, shall be provided to the Clerk's office.
3. Workers Compensation Insurance Affidavit (enclosed) (Please include Email Address)
4. Certificate of Liability showing workers compensation (comes from your insurance agent) – if applicable
4. Revenue Enforcement & Protection (REAP) Attestation (enclosed)
5. Renewal Fee of \$50.00

THE LICENSEE MUST FURNISH COPIES OF TWO (2) CURRENT DRAIN LAYERS LICENSES HELD IN OTHER TOWNS.

ALL OF THE ABOVE **MUST** ACCOMPANY YOUR APPLICATION.

DRAIN LAYERS LICENSES EXPIRE ON DECEMBER 31ST. THEY MUST BE RENEWED BY JANUARY 1ST OF EVERY YEAR.

**HOLDEN, MASS
DEPARTMENT OF PUBLIC
WORKS
APPLICATION FOR DRAIN-
LAYERS LICENSE**

(APPLICATION MUST BE MADE IN INK AND IN HAND WRITING OF APPLICANT)

1. DO HEREBY MAKE APPLICATION FOR A LICENSE TO ENGAGE IN THE BUSINESS OF DRAIN-LAYING IN HOLDEN.
2. RESIDENCE _____ TEL. _____
3. DATE _____ 4. PRESENT OCCUPATION _____
5. HOW MANY YEARS EXPERIENCE HAVE YOU HAD IN THE DRAIN-LAYING BUSINESS? _____
6. IN WHAT CAPACITY? _____
7. WHERE DID YOU LEARN THE DRAIN-LAYING BUSINESS? GIVE NAMES AND ADDRESSES OF EMPLOYERS. _____

8. STATE IN DETAIL HOW YOU WOULD LAY A DRAIN TO A MAIN SEWER.

9. LIST OF JOBS YOU HAVE COMPLETED, COST AND DATES _____

10. I AM FAMILIAR WITH AND WILL ABIDE BY THE RULES AND REGULATIONS FOR THE CONNECTION AND USE OF PARTICULAR SEWERS WITH RESPECT TO THE COMMON SEWERS OF THE TOWN OF HOLDEN. AS SET FORTH BY THE BOARD OF SELECTMEN ACTING AS SEWER COMMISSIONERS.
11. FAILURE TO ABIDE BY THE RULES AND REGULATIONS WILL RESULT IN REVOCATION OF LICENSE

APPROVED

BY _____

SIGNATURE OF APPLICANT

DATE _____

RESIDENCE

MASSACHUSETTS
DEPARTMENT OF REVENUE

REVENUE ENFORCEMENT
AND PROTECTION (REAP)
ATTESTATION

I certify under the penalties of perjury that I, to my best knowledge and belief,
have filed all state tax returns and paid all state taxes required under law.

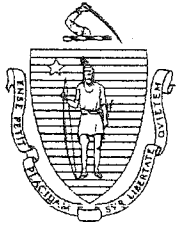
*Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (Mandatory, if Applicable)

**Social Security# (Voluntary) or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the
applicant.

** Your social security number will be furnished to the Massachusetts Department
of Revenue to determine whether you have met tax filing or tax payment obligations.
Licensees who fail to correct their non-filing or delinquency will be subject to license
suspension or revocation. This request is made under the authority of Mass. G.L. c.
62C s. 49A.



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____ Email: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an **employee** is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An **employer** is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that **"every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."** Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts Department of Industrial Accidents
1 Congress Street
Boston, MA 02114-2017
Tel. # 617-727-4900 ext. 7406 or 1-877-MASSAFE Fax # 617-727-7749
www.mass.gov/dia
Form Revised 02-23-15



Town of Holden
Department of Public Works



SEWER CONNECTION BULLETIN

TO: All Licensed Drainlayers

FROM: Holden Department of Public Works

Date: November 20, 2017

SUBJECT: Sanitary Sewer Connections & Inspections

The Town of Holden, Department of Public Works will require strict adherence to the Rules and Regulations Relating to the Construction and Use of Particular Sewers.

SPECIAL NOTICE:

- **INSPECTIONS WILL ONLY BE MADE BETWEEN THE HOURS OF 8:00AM AND 4:00 PM MONDAYS, WEDNESDAYS AND THURSDAYS, 8:00AM TO 6:00 PM TUESDAYS AND 8:00AM TO 12:00PM FRIDAYS, EXCEPT HOLIDAYS.**

PLEASE NOTE: A minimum two (2) hour notification shall be given by the contractor for requested inspections.

- **AS-BUILT DRAWINGS SHOWING DISTANCES FROM BUILDING CORNERS OR OTHER PERMANENT FEATURES TO ALL BENDS AND CLEANOUTS ARE REQUIRED TO BE READY AT THE TIME OF FINAL INSPECTION. THESE DRAWINGS ARE TO BE ON THE 8-1/2" X 11" TEMPLATE THAT IS PRINTED WITH THE PERMIT.**
- **ANY EXCAVATION WITHIN THE TOWN'S RIGHT-OF-WAY REQUIRES AN ADDITIONAL STREET ENTRY PERMIT TO BE OBTAINED WITH THE DEPARTMENT OF PUBLIC WORKS.**

The following is a list of requirements for connections to sanitary sewer lines:

1. A valid permit must be issued prior to the start of work to install a particular sewer connection. Lack of an approved permit may result in suspension or revocation of your drain layers license.

2. Proper notification to all required agencies must be made within required time periods. Notification to Dig-safe (888-344-7233) must be made 72 hours prior to the start of work and prior to applying for a permit. The Holden Department of Public Works, Water & Sewer Division (508-210-5550) must be notified 48 Hours prior to the start of work for information and location marking of water lines.
3. The contractor is responsible to comply with all applicable OSHA open trench safety requirements. It is not the Town's responsibility to inspect each site for compliance.
4. Each particular sewer shall be laid directly to the building sewer. Not more than one building can be connected with a particular sewer through the same pipe.
5. Six inch (6") SDR 35 PVC pipe will be used to make connections of all particular sewers to within ten feet of the foundation wall of the building to be sewer. A four-inch (4") heavy cast iron pipe or equivalent PVC pipe (Schedule 40) shall be used through the foundation wall.
6. The minimum depth of cover over the sewer lateral on a new construction home shall be four (4) feet.
7. Minimum allowable slope is 2% or 1/4 inch per foot.
8. Maximum allowable slope is 10% or 1-1/8 inch per foot. If the slope is predicted to be greater than the allowable 10%, a vertical drop with a cleanout must be installed.
9. All pipes shall be laid with the bell end toward the foundation (bell end uphill). Pipes shall not be reversed to eliminate fittings.
10. All joints shall be push on rubber type fittings. No glued PVC joints will be allowed outside the foundation walls. The connection to be made from the six-inch (6") PVC pipe to the four-inch (4") heavy cast iron or PVC pipe shall be made with a rubber boot adapter. This adapter shall be of an approved type with stainless steel compression rings designed to create a water-tight seal.
11. Approved PVC bends, angles, and joints will be required at all horizontal and vertical angles as required. Pipes SHALL NOT be deflected to create bends or angles. Pipes shall be laid straight between bends. Connections made to the lateral pipe at the street line shall be made into the existing bell end of the pipe. Should a bell end not exist, the contractor shall place the appropriate PVC compression fitting on the pipe.
12. The maximum allowable bend is forty-five degrees (45°). No more than two (2) forty five-degree (45°) bends shall be installed without the installation of a cleanout pipe. A clean out is also required for any straight length of pipe greater than 100 feet.
13. The particular sewer shall be laid in an envelope of 3/4" crushed stone. A minimum of four inches (4") of crushed stone shall surround the lower half of the pipe. The crushed stone shall be placed to a minimum depth to the spring line or half the diameter of the pipe prior to the inspection.
14. Once the sewer has been inspected and deemed passed, crushed stone shall be placed to a minimum height of twelve inches above the top of pipe.

15. Only washed $\frac{3}{4}$ " crushed stone shall be used as bedding material for any particular sewer.
16. Detectable warning tape marked "sewer" shall be placed over the pipe approximately 2 feet below the ground surface.
17. NO TRENCH or PART OF TRENCH opened for the purpose of making a sewer connection shall be backfilled until the Department of Public Works, Engineering Division has inspected the installation.
18. No part of the top of the particular sewer pipe shall be covered, buried or otherwise obstructed from view during the inspection of the particular sewer. All joints, bends, and connections shall be made visible to the satisfaction of the inspector.
19. If at any time the particular sewer line is located under ground water, the Contractor shall be required to pump the trench dry until the connection has been made to the sewer. The Contractor shall not at any time allow groundwater, stones, debris or other foreign materials to enter into the sewer main during the installation of any particular sewer.
20. If during the installation of a particular sewer the contractor allows stones, debris or other foreign materials to enter into the sewer main, he shall be liable for any and all damages, or associated costs relative to any cleaning or damage to downstream piping, pumps, or other components of the main sewer system.
21. At no time during the installation of a lateral sewer will the contents of an on-site septic system be allowed to enter into the sewer line. Should this occur, the Contractor will be subject to a fine, suspension or revocation of his drain layers license.
22. No waterline, gasoline, electric or telephone conduit shall be laid in the same trench with the sewer line.
23. No sewer line shall be laid within 10 feet horizontally of any potable water line. If a sewer line is to cross over or within 18-inches under a water service, the water service shall be sleeved in PVC conduit ten feet in either direction of the crossing, and the ends of the sleeve sealed with expandable foam.
24. Private pumping units may be allowed if it is proven by the property owner that a gravity connection will not meet the town specifications. These units will remain the responsibility of the property owner to operate and maintain. The holding tank must be sized with one days worth of storage above the high water alarm (using Title V flow calculations of 110 gal/bedroom). Discharge piping should be protected from freezing and may require additional valving and clean outs. All other installation practices listed above and herein for gravity sewers apply to force sewers.
25. The Engineering Division should be notified prior to 4:00 PM for inspections of sewers to be laid the following day. In no case will inspection be made without a minimum of 2-hour notice.
26. An inspection fee of (50.00) dollars will be charged for inspection in connection with the installation of any particular sewer and each building thereto. This fee is assessed when the permit is issued.

21. Whenever the provisions of these and all parts of the Rules and Regulations Relating to the Construction and Use of Particular Sewers or the conditions set forth in the permit, are not complied with, a stop work order shall be served upon the owner or his representative and a copy thereof shall be posted at the site of the construction, which stop work order shall not be removed except by written notice of the Department of Public Works after satisfactory evidence has been supplied that the violation has been corrected.
22. Any violation of the provisions of the "Rules and Regulations relating to the Construction and Use of Particular Sewers" in Holden may result in a suspension or revocation your drian layers license.

**Inspections: Engineering Division
(508) 210-5550**

**Permits: Engineering Division
(508) 210-5550**

**Water Locations: Town of Holden – Water Department
(508) 210-5546**