



# TOWN OF TEWKSBURY

DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
999 WHIPPLE ROAD  
TEWKSBURY, MASSACHUSETTS 01876

## Drain layer's License

### Application Instructions

1. Fill out Drain layer Application. One application is needed per employee that wants to install on-site.
2. Attach three reference forms with signature at the bottom. References shall be municipal inspectors that have observed your work in the past and are not your employees. Three different references will be required for each employee applying. Reference letters may be accepted only if they are signed and dated on official letterhead.
3. Attach the \$100.00 application fee per employee.
4. Read and understand Article 5 - Licensing of Drain Layers of the Rules and Regulations Governing the Use of Sewers and the Town of Tewksbury Sewer Construction Standards and the Tewksbury DPW Requirements for Water Service Connections. Additionally, read and understand the Policy for Reimbursement of Residential Pressure Sewer Connections, attached herewith.
5. Return application package to the Engineering Division located at the DPW.
6. The license application will be reviewed and processed. The licensee will be contacted on the application status.
7. If it is approved, the licensee/company will need to file with the Town Treasurer a License and Permit Bond or a Security Deposit of \$5,000.00 which the Town will hold in an escrow account in a bank of the Town's choice. The Licensee's Tax ID number or Social Security number shall be used on the account and all interest will be credited to same. The applicant is responsible for contacting the Treasurer. The Treasurer can be reached at (978) 640-4340. **Please ensure that all of your taxes are up-to-date with the Town prior to submitting the application.** Only one deposit per company will be required.
8. The licensee shall file a Certificate of Insurance for review. The Certificate of Insurance **MUST** contain:
  - Comprehensive General Liability coverage in the amounts of \$1,000,000/2,000,000 as referenced in the Town's By-Law, Section 11.04.070.
  - Property Damage including XCU coverage for explosion, collapse or underground damage in the amount of \$50,000.
  - Workman's Compensation coverage shall be filed.

- All insurance shall be filed and shall remain active throughout the period of the license. As certificate of insurances renew, copies must be sent to the Engineering Division to keep active status. No permits or inspections will be given if insurance is not active.
  - The Town of Tewksbury shall be listed as an additional insured with respect to the general liability policy.
9. At such time, the licensee will receive verbal confirmation from the Town stating that he or she has been approved and are now on the Town of Tewksbury's Drain layer list.



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## License Application For Individual Utility Connection Installers "Drain Layer"

Company Name: \_\_\_\_\_

Licensee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print) Last Middle First

Home Address: \_\_\_\_\_  
Street Town/City State Zip Code

Business Address: \_\_\_\_\_  
Street Town/City State Zip Code

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

Drivers License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Hoisting Engineering License Number: \_\_\_\_\_ Class: \_\_\_\_\_

State Construction Equipment Presently Owned by Applicant:

Year	Type	Model

State Number of Years in the Contracting Business: \_\_\_\_\_

State Type of Contracting Business: \_\_\_\_\_

State Communities, if any that you hold a valid Drain Layer's

License: \_\_\_\_\_

Are you currently employed by the Town of Tewksbury? Y\_\_\_\_ N\_\_\_\_ (Please check one)

Have you attached the \$100.00 Application fee? Y\_\_\_\_ N\_\_\_\_ (Please check one)

Have you attached the three reference letters? Y\_\_\_\_ N\_\_\_\_ (Please check one)

I hereby certify that all of the above responses are to the best of my knowledge true.

Applicant Signature: \_\_\_\_\_

### **For office Use Only**

Application Approved Y\_\_\_\_ N\_\_\_\_ Conditional \_\_\_\_\_



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Applicant Name: \_\_\_\_\_  
(Print) Last Middle First

Reference Name: \_\_\_\_\_  
(Print) Last Middle First

Home Address: \_\_\_\_\_  
Street Town/City State Zip Code

Municipal Address: \_\_\_\_\_  
Street Town/City State Zip Code

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

What is your position in the City or Town? \_\_\_\_\_

State Number of Years you have known Applicant: \_\_\_\_\_

Have you ever supervised the Applicants work? Y\_\_\_ N\_\_\_ (Please check one)

State Type of Contracting Business you have observed Applicant's  
performance: \_\_\_\_\_

Are there any comments you would like to add regarding the applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend this applicant for a drain layer's license in Tewksbury? Y\_\_\_ N\_\_\_ (Please check one)

I hereby certify that all of the above responses are to the best of my knowledge true.

Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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