



TOWN OF TEWKSBURY

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

NEW

Drain layer's License Application Instructions-

- Fill out a Drain layer Application. One application is needed per employee that would like to be able to perform installations on site.
- Attach the \$100.00 application fee per employee. One check can be submitted.
- 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.
- Return the completed application and payment to the Engineering Division located at the DPW. **Please ensure that all financial obligations with the Town are up to date prior to submitting your application. Outstanding or past due financial obligations are grounds for immediate denial and/or immediate suspension.**
- The application will be reviewed and processed. Once a decision had been made, the licensee will be contacted via email.
- If approved, the licensee/company will need to file a License and Permit Bond in the amount of \$5,000.00 with the Town. The licensee shall also file a Certificate of Insurance. 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 coverage including XCU coverage for explosion, collapse or underground damage in the amount of \$50,000.
 - Workman's Compensation coverage must also be filed.
 - The Town of Tewksbury must be listed as additionally insured on the Certificate of Insurance.

All insurances & bonds must be filed and 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 granted if there is not an active insurance policy, workman's compensation policy and security bond on file.

Companies, Drain layers or Residents with outstanding debt to the Town will not be issued any permits until the debt has been resolved.



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License Application for Individual Utility Connection Installers "Drain Layer"

Date: _____

Company Name: _____

Company Address: _____
Street Town/ City State Zip Code

Business Phone: _____ Email Address: _____

Licensee Name: _____
First Middle Last

Home Address: _____
Street Town/City State Zip Code

Licensee Cell: _____

Driver's License Number: _____ Class/State/Expiration: _____

Hoisting Engineering License Number: _____ Hoisting Expiration: _____

Construction Equipment Presently Owned by Applicant or Company: (Add additional sheet if necessary)
Year Type Model

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

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

Would you like to be listed on the Town's website as an approved Drain layer? Y N (Please CIRCLE one)

FOR NEW APPLICANTS ONLY: Please attach the contact information for **THREE** municipal references (References cannot be older than one year).

I hereby certify that the above response was given to the best of my knowledge. I have read, understand, and agree to abide by all the regulations set forth in Article 5 — Licensing of Drain Layers. 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, I have read, understand, and agree to abide by the policy for reimbursement of residential pressure sewer connections.

Applicant's Signature: _____