



# TOWN OF TEWKSBURY

DEPARTMENT OF PUBLIC WORKS  
999 WHIPPLE ROAD  
TEWKSBURY, MASSACHUSETTS 01876

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TOWN ENGINEER  
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## **TOWN SEWER CONNECTION PROCEDURE**

**You must apply for a sewer/trench application online. The application can be found on the [DPW Online Permits](#) website.**

### STEP 1: Select a Contractor

Before the application is filled out you will need to select a drain layer licensed by the Town. You may access the [drain layer list](#) on our website, or by clicking the link in this document. Since the drain layer is your contractor, the Town does not set the fee. It is recommended to call a few to compare prices.

### STEP 2: Apply for a Permit

Either the drain layer or the resident may fill out the application. However, the drain layer's license and business information are required for the permit to be processed. After the application is filled out, the permit is sent for departmental approvals through our online permit system.

The Plumbing Inspector will call the applicant for an appointment to do the inspection. If there is no work needed the sewer application can proceed. Any work required by the Plumbing Inspector will need to be completed before the sewer connection permit will be issued.

Once the permit is approved, the applicant will be notified. The cost of the town permit is \$150.00 payable to the Town of Tewksbury. Currently, we only accept checks and credit card payments.

### STEP 3: Perform the work to connect to sewer

Once the permit has been issued the licensed drain layer can perform the work necessary to connect to Town sewer. The drain layer must notify the DPW at least 24 hours prior to performing the work to schedule the necessary inspections.

Please call Andrew Stack, Town Engineer, in the Department of Public Works at (978) 640-4440 Ext. 256 if you have any questions. The Department of Public Works is open Monday through Friday from 7:00 AM to 3:30 PM.