

TOWN OF TEWKSBURY

Department of Public Works



Private Development Fire Hydrant Flushing Guidance (Updated June 23, 2025)

Private Development Hydrant Flushing Guidance

1.0 Purpose

The following guidance is provided for private developments that are connected to Town of Tewksbury Water and are looking to conduct fire hydrant flushing at those private developments. This guidance is being provided to ensure that the flushing is performed in a manner and sequence that will provide the best water quality at the conclusion of flushing and also to prevent damage to the water distribution system.

2.0 Permits

A **Hydrant Usage Permit** is required from the Tewksbury Department of Public Works (DPW) for each Private Development where hydrant flushing is to be performed. This permit fee is \$50 per hydrant to be flushed plus a \$10 GIS Fee. This permit can be applied for at the following link:

<https://tewksburyma.portal.opengov.com/categories/1079/record-types/1006501>

For locations where there are multiple hydrants to be flushed, the total number of hydrants to be flushed must be provided in the notes of your permit application under “Purpose of Hydrant Usage”.

3.0 Insurance Requirements

The company performing the hydrant flushing will need to 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 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 needs to be listed as additionally insured on the insurance coverage selections form.
- All insurances must be filed and remain active throughout the period of the work. As certificates of insurance renew, copies must be sent to the DPW Engineering Division. No work will be allowed if there is not an active insurance policy and workman’s compensation policy on file.

4.0 Submission Requirements

A detailed flushing plan must be provided for review. The hydrant flushing plan should show the location, material type, and sizing of all water distribution piping throughout the development. The plan should also show the location of all hydrants to be flushed, the location of all water gate valves, and the proposed sequence of flushing.

5.0 Valve Cleaning

If necessary, the cleaning of any water gate valve boxes within the private development is the responsibility of the private property owner. The Town of Tewksbury and/or its DPW Water Division is not responsible for the cleaning of any water gate valve boxes on private property.

6.0 Hydrant Flushing

Opening and closing of any private water gate valve(s) and/or hydrant(s) must be done by a Town-licensed drain layer, licensed Commonwealth of Massachusetts sprinkler contractor and/or licensed plumber that is familiar in the operation of fire hydrants. The Town reserves the right to require additional references beyond state licensing and shall have the sole authority to deny permission. The Town of Tewksbury is not responsible for any damages caused by the hydrant flushing activities. Any diffusers, hoses, or other devices used to direct hydrant flow must be provided by the permit applicant. The DPW Water Division has hydrant diffusers which may be used during hydrant flushing depending on availability.

7.0 Town Inspection/Oversight

Opening and closing of fire hydrants must be performed under the direct oversight of DPW Water Division personnel. This oversight is to track water usage and to ensure that hydrants are opened and closed in a manner which will minimize water hammer issues which can cause significant damage to the water distribution system piping.

8.0 Dates and Times of Hydrant Flushing

Due to the Town Inspection/Oversight that is required, flushing will only be permitted during normal DPW work hours which is typically Monday to Friday from 7:00AM to 3:30PM. DPW Water Division Inspection/Oversight will be billed to the permittee at a rate of \$50 per hour. Hydrant flushing outside of normal DPW work hours may be given consideration dependent on DPW Water Division personnel availability. Any Inspection/Oversight by DPW Water Division personnel outside of normal work hours will be billed at the Overtime rate of the Town Employee with a four-hour minimum.

9.0 Penalties for Unauthorized Hydrant Flushing

Unauthorized hydrant flushing is considered to be illegal water use. The penalties for illegal water use are as follows:

First Offense	\$2,500.00
Second Offense	\$5,000.00
Third Offense	Water is shut off and legal action is taken.

10.0 Payment of Town Services

Payment of all permit fees must be made either through the OpenGov online permit system linked in Section 2.0 of this guidance document or by check payable to “Town of Tewksbury” and delivered to Tewksbury DPW, 999 Whipple Road, Tewksbury, MA 01876. Be sure to reference the permit application number on any checks.

Payment for the Town Inspection/Oversight services can only be made by check payable to “Town of Tewksbury” and delivered to Tewksbury DPW, 999 Whipple Road, Tewksbury, MA 01876.

Failure to make payment of these Town Services within 30 calendar days may result in legal action including placement of a lien against the property.



Private Fire Hydrant Inspection Report

Town of Tewksbury
 Department of Public Works
 999 Whipple Road
 Tewksbury, MA 01876

P: (978) 640-4440
 F: (978) 640-4445

Grading Key

- X OK at this time
- X May Require Future Attention
- X Requires Immediate Attention

Lead Inspector: _____

Support Inspector: _____

Date of Inspection: _____

Time In: _____ Time Out: _____

Address: _____

Hydrant Location: _____

Hydrant Brand / Model: _____

Year: _____ ID #: _____

Inspection Notes / Narrative:

Bonnet / Top Section

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust Cap / Weather Shield
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating Nut / Stem
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oil Port / Grease Fitting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bonnet Bolts / Nuts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gaskets / O-Ring Seals

Barrel / Mid Section

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 1/2" Hose Caps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 1/2" Hose Nozzles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pumper / Steamer Cap
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pumper / Steamer Nozzle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Flange Parts / Internal Stem Coupling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flange Gasket / O-Ring Seals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flange Bolts / Nuts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level Grade (Ground to Center Nozzle 18"-36")
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearance / Obstructions (Minimum 3 Ft.)

Subsurface Section

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Main Operating Valve / Box
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Drainage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leak Detection

General Hydrant Maintenance

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lubrication (Caps / Nozzles / Operating Nut)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrant Drained Completely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Condition / Sediment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrant Damage Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrant Paint Condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrant Marker / Flag (w/NFPA Color Flow)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrant Facing Correct Direction

Hydrant Flow Data

Static Pressure: _____
 Residual Pressure: _____
 Pitot Reading PSI: _____
 Hydrant Coefficient: _____
 Observed Flow (GPM): _____
 Flow (GPM) @ 20 PSI: _____