

Tewksbury Sewer Connection Procedure

It is the homeowner or property owner's responsibility to start the permitting process;

STEP #1 – Pick up a yellow **APPLICATION FORM** at the Tewksbury Community Development Department located at the DPW Building at 999 Whipple Road. Fill out the front page of the application and pay the Application Fee. The Application Fee is \$50.00 and must be paid by check or money order payable to the Town of Tewksbury. Any questions? Call (978) 640-4370 or fax (978) 640-4365 . These forms can also be acquired on line at:

(click this link or cut and paste into your browser)

<http://www.tewksbury.info/dcd/engineering/Sewer%20Connections/indexConn.html>

STEP #2 – Fill out the plumbing Inspection form for the plumbing inspection (titled “sewer entry inspection”). The Tewksbury Plumbing Inspector will need to inspect your house to see if the plumbing needs upgrading prior to connecting to the sewer line. The plumbing inspection fee is \$40.00 and must be paid by check or money order, payable to the” Town of Tewksbury”.

STEP #3 – The Plumbing Inspector will call you for an appointment to do this inspection. If no work is required, the sewer application will be signed off as approved. If plumbing work is required the Plumbing Inspector will NOT sign off the sewer application until a licensed plumber has secured a permit to do the work in question. Without the inspector’s signature, the sewer permit will not be issued.

STEP #4 – After the Plumbing Inspector signs off the sewer application, the application proceeds to the Tewksbury Water Department. The Water Department will mark the location of your water service and sign and approve their portion of the sewer application. Once the water service is marked (in your yard in blue paint) the drain layer can begin *his* permitting process.

The drain layers responsibility and permit process:

- 1-** The licensed drain layer will pre-mark the ground in the proposed area that he will be digging in white paint.
- 2-** Then he must all “Dig Safe”, describe the area to be excavated, and obtain a digging permit number. He must then wait 72 hrs for the utility companies to mark their utilities before excavating can begin.
- 3-** He must submit a drawing to the town of the proposed sewer line route and the existing septic tank location.
- 4-** Next he must apply for a “septic system abandonment permit”. This allows (and requires) him to pump out, crush, and fill the existing septic tank per state regulations.
- 5-** Then he can apply for a “Trench excavation permit”. New in 2009, any trench to be dug (regardless of its purpose) must have this special permit.

6.-After this paperwork is completed; the town will finally issue the permit. The drain layer must then schedule an appointment with the sewer inspector for the necessary in-process inspections. A 24hr notice must be given to the inspector so they may plan accordingly.

7- After completion of the work, and a minimum of 3 inspections, the drain layer must submit an “as-built” drawing to the town so that they may keep a record of where the sewer line is located.

8- After completion of the work, the drain layer will also submit to the town a report describing the location and condition of the old septic system at the time of abandonment.

9- Lastly he must complete an affidavit stating this work was completed.

Owners’ summary of town permit costs:

Application Fee: \$50.00

Plumbing Inspectors Fee: \$40.00

Connection Fee: \$3,000.00 (can be paid over 5 years on your tax bill)

Owners other costs:

Licensed drain layers contracted installation cost.

*Landscape repair expectations should be spelled out in your contract before work begins.

You may call the Community Development Department at 978-640-4370 if you have any questions regarding the town Fees or process. They are open Monday through Friday 8:00 AM to 4:00 PM.

Compliments of Heider construction inc. Tewksbury. 978-851-2652 and the Tewksbury Website. 1-2009