

New: _____ Renewal: _____

For the year: _____



TOWN OF MILLBURY

127 ELM STEET
MILLBURY, MA. 01527
508-865-4721

BOARD OF HEALTH

APPLICATION FOR SEPTIC SYSTEM INSTALLERS PERMIT

ALL SEPTIC SYSTEM INSTALLER PERMITS EXPIRE DECEMBER 31st OF EACH YEAR
THE TOWN OF MILLBURY LICENSES INDIVIDUALS NOT COMPANIES

FEE: \$125.00
(Non-refundable)

Expires: December 31st of each year

Installers name: _____

Company Name: _____

Officer/Owner Name: _____

Company Officer/Owner Signature: _____

Address: _____

Telephone: _____ Fax: _____

Cell: _____ e-mail: _____

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Name of Person Supervising Sewage Disposal Installation: _____
(must be the licensed installer for the project)

***NOTE: As the licensed installer YOU are responsible for all aspects of construction.
YOU are responsible for any persons you allow to perform work under your
license.***

**THE TOWN OF MILLBURY
SEPTIC SYSTEM INSTALLER' PERMIT
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New Installers:

1. The applicant must have a minimum of one year working experience working under a permitted installer from any Town in Massachusetts.
2. The applicant shall provide proof that a permitted installer, for a minimum of one year has duly employed them by submitting a copy of a W2 form with no less than 1000 hours of work experience.
3. The applicant shall pass the Title 5 Installers exam given by Malley Engineering. A passing grade of 70 is required. Contact Malley Engineering at 508-414-8493.

Installers who have worked in other Towns:

Installers who hold a current Installers license in at least three (3) other Massachusetts towns will be allowed to apply for a permit provided the following:

1. The licenses in the towns must be current
 2. The licenses must be in the name of the installer who is applying
 3. A copy of a signed Certificate of Compliance in each of the Towns where the installer is licensed must be submitted. Those COC's must be signed by the Board of Health.
- List the three (3) Other Massachusetts Municipalities in which you are licensed to install subsurface disposal systems:

Town	License Number	Date License Expires
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Please answer the following questions:

1. Have you ever held a permit in Millbury in the past? _____ Year _____
2. Has your permit to install septic systems in any town ever been revoked? _____
If yes, please explain the circumstances and indicate where it is revoked.

THE TOWN OF MILLBURY
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PROOF OF APPROPRIATE COMMERCIAL LIABILITY INSURANCE (\$1,000,000.00) AND, IF THE PERSON HAS AN EMPLOYEE, CARRY WORKER'S COMPENSATION INSURANCE, MUST BE ATTACHED TO THE INSTALLER'S PERMIT APPLICATION. FAXES ARE NOT ACCEPTABLE.YOUR PERMIT APPLICATION WILL NOT BE ACCEPTED UNLESS YOUR PROOF OF INSURANCE IS ATTACHED. IF NO WORKER'S COMPENSATION IS REQUIRED A SWORN NOTARIZED AFFIDAVIT MUST BE SUBMITTED. FAILURE TO MAINTAIN THE INSURANCE REQUIRED BY THE BOARD OF HEALTH REGULATION MAY RESULT IN THE REVOCATION OF YOUR INSTALLER'S LICENSE BY THE BOARD OF HEALTH.

EID#: _____

Name and address of Insurance Company (Please attached Certificate of Insurance, personal and property liability insurance): _____

MALLEY ENGINEERING AND THE TOWN OF MILLBURY BOARD OF HEALTH
RESERVE THE RIGHT TO CLOSE THE INSTALLATION SEASON AT ANY TIME
WITHOUT NOTICE

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Please make your check payable to the Town of Millbury. Completed applications should be returned to the Office of the Board of Health along with copies of all required documentation. Failure to comply may result in the revocation of operation within the Town of Millbury.

Permit Date: _____ Permit Number: _____

I hereby declare that the above statements made on this application for a license to install septic systems are complete and true and that non-compliance with the above may result in the revocation of my license.

Pursuant to Massachusetts General Laws Chapter 62C, section 49A, I certify under the pains and penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

SS# or Tax ID# Applicant Signature Date _____



TOWN OF MILLBURY

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BOARD OF HEALTH

SEPTIC SYSTEM INSPECTION PROCEDURES

Prior to any construction on the septic system, the installer must sign the construction permit and receive a copy of the stamped and signed approved plan.

The following procedures are required for septic system inspections:

1. Installation Permit:

- a. No inspections will be performed unless a permit to install has been applied for at the Board of health office. All fees and proof of insurance must be submitted at that time.
- b. The Board of Health may close the installation season at any time due to freezing temperatures and frost. It is the Installers responsibility to check with the Board of Health for the closing date prior to beginning installation.

2. Inspection Frequency:

(to be performed by the design engineer & the Board of Health) Installers must work from a stamped "Approved" Plan by Malley Engineering Co., Inc.

THE LICENSED INSTALLER IS THE PERSON TO CALL IN INSPECTONS

- a. Excavation Inspection (bottom)
- b. Component Inspection (tanks, d-box, pipe, stone, etc.)
- c. Final Grading
- d. Stabilization (hay, mulch, environmental matting)
- e. Any need for re-inspection will require an additional fee(\$125.00 per)

3. Requests for Inspection:

- a. All requests for inspections are to be made after the Installer has secured a permit through the BOH office. All requests for inspections are to be made by calling Malley Engineering @ 508-414-8493.

YOU MUST SUPPLY THE PERMIT NUMBER OF THE APPROVED PLAN TO MALLEY ENGINEERING.

- b. All inspection requests require a 48-hour notice. However it is usually performed within 24 hours. Plan ahead.
- c. In the case of inclement weather the following will apply:

Inspections will not be performed until the rain/snow has stopped and the leachfield area has dried. For excavation inspections the installer shall re-scarify the bottom area and call for re-inspection. The installer should take care in working around the leachfield area until the area has dried out and is stable/firm enough to work on.

- d. Upon inspection you will be notified by Malley Engineering with the results of the inspection. It is important that you give up to date contact information to the Board of Health and Malley Engineering.
- e. Any installer who proceeds with installation of the system at any stage without notice from Malley Engineering (along with approval from the design engineer) risks re-installing that portion of the project along with possible license revocation.

4. Certificate of Compliance:

- a. The permitted installer is required to submit the Installer As-built certification form (4 page document) to the Board of Health along with copies of the sand & stone slips used in the installation of the system.
- b. The company providing the sand fill is required to fill out page 3 of the Installers As-built certification form and provide a copy of the sieve test analysis from that pit that is not more than 2 months old prior to the date of installation. This information must be attached to the Installers As-built Certification form.
- c. The permitted installer is required to sign the Certificate of Compliance (COC), cover page in the Board of Health office in the presence of the Board of Health Administrative Assistant.
- d. The installer is to sign the same Certificate of Compliance page along with the design engineer and the Board of Health. Separate copies of the certificate (installers on one and engineer on another) will not be allowed. The Board of Health will sign last after review of all submitted data.
- e. If an alternative system is being used the installer must supply a copy of the certificate stating that he/she is certified to perform the installation of said systems.
- f. If a pump system is being used, the model and model number of the pump along with a copy of the electrical permit is required with the COC.

*******The permitted installer is not allowed to make any changes to the system design without direction and approval of the design engineer and the Board of Health Agent.**

By my signature below I am certifying that I have read, understand and agree to follow the above procedures for installing septic systems in the TOWN OF MILLBURY. I also understand the Board of Health has the right to amend these policies and procedures at any time.

Signature of Installer

Date