

Sewer Permit Flow Chart

1) Trench/Street Opening Permit (Check if street has a paving moratorium)

2) Sewer Permits –

- Dig Safe Number & Trench/Street Permit Number
- Drawing showing proposed sewer connection
Proposed plan must be approved by this department
- Plans of the new building being constructed for review only
- Both Contractor & Property Owner must sign both pages and fill in the full form
- Permit paid in full before any work is performed
Check payable to the “Town of Westwood”
- 24 hour advance notice to schedule an inspection
Call 781-251-2589 or 781-326-8661
- Massachusetts Registered Professional Engineer “as-built” submitted within one week of completion of exterior sewer connection **
- “As-built” must be approved by this department

3) Plumbing Permit – Building Dept.

4) Abandonment of on-site septic system – Health Dept.

Sewer Permit Fees

Residence (0 – 4 Bedrooms) = \$300.00 Inspection/application fee
\$4,400.00 Entrance fee
Total = \$4,700.00

Additional Bedroom = \$1,100.00 per bedroom

House Connections

Design:

- One (1) 22 ½ degree bend allowed without a cleanout.
- Greater than 22 ½ degree bend up to a 45 degree bend requires a cleanout.
- Greater than a 45 degree bend requires a manhole.
- A manhole is required if the house connection is longer than 125 feet. For lengths over 125 feet, additional manholes may be required.
- Drops in a house connection can only be accomplished at a manhole. (Only outside drops allowed.)
- A six (6) inch cleanout shall be installed within 10 feet of the building.
- Pipe is to be six (6) inch, PVC, SDR 35. The minimum slope of the pipe is 2%.

Inspection:

24-HOUR ADVANCE NOTICE IS REQUIRED TO SCHEDULE AN INSPECTION.

- If the bottom portion of the "Application For Sewer Connection" form has not been filled out, there will be no inspection until it is.
- Prior to scheduling the initial inspection, the sewerage installer should meet with representatives of this Office to discuss the proposed connection and identify potential problems.

New Houses: Occupancy Permit:

- An "As-Built" drawing of the exterior sewer connection, prepared by a Registered Professional Engineer, shall be supplied this Department prior to the issuance of an Occupancy Permit.

Existing Houses:

- Final approval of the field installation will be based upon a review of the "As-Built" drawing of the exterior sewer connection. An "As-Built" drawing of the exterior sewer connection shall be submitted within one (1) week of completion of installation.
- Applicant/Homeowner must notify Board of Health and fill out abandonment form and file with the Board of Health.

SEWER CONNECTION PLAN CHECKLIST

WESTWOOD DEPARTMENT OF PUBLIC WORKS

Permit Application Plan Checklist

- Plan Scale: 1"=20' or 1"=40'
- Plan Sheet Size: 11" x 17" (2 sheets may be used if necessary)
- Designed in accordance with Westwood Rules and Regulations and Westwood Standard Design Details

Plan Notation

- Proposed ground elevations
- Depth/Elevation at building foundation
- Cleanout depth/elevation (installed within 10' of building foundation)
- Sewer Pipe material, size, length, and slope (force mains require a sewer profile)
- Bend type, size and depth
- SMH rim and invert elevations (Designed to Westwood Standard Detail)
- Connection type and depth/elevation to existing sewer system
- Identify nearest existing manholes both sides of connection, and material, size, and slope of existing pipe.
- Force Main and Pump (if applicable)
 - Pump Type and Design Calculations
 - Pump details and notes
 - Force main profile showing slope, material, size with proposed surface
 - FM to gravity sewer manhole (Designed to Westwood Standard Details)

As-Built Plan Checklist

- Plan Scale: 1"=20' or 1"=40'
- Plan Sheet Size: 11" x 17" (2 sheets may be used if necessary)
- Stamped by a MA Registered Professional Engineer

Plan Notation

- Ties to all cleanouts, bends, manholes, underground structures, and connection to existing sewer system
- Actual ground elevations
- Depth/Elevation at building foundation
- Cleanout depth/elevation (installed within 10' of building foundation)
- Sewer Pipe material, size, length, and slope (force mains require a sewer profile)
- Bend type, size and depth
- SMH rim and invert elevations
- Connection type and depth/elevation to existing sewer system
- Identify nearest existing manholes both sides of connection, and material, size, and slope of existing pipe.
- Force Main and Pump (if applicable)
 - Pump Type
 - Pump details and notes
 - Force main profile showing slope, material, size with proposed surface
 - FM to gravity sewer manhole

**TOWN OF WESTWOOD
DEPARTMENT OF PUBLIC WORKS**

50 Carby Street
Westwood, MA 02090
Phone: 781-326-8661
Fax: 781-320-1070



Permit Number _____

Date Issued _____

Expiration Date: _____

Application For

- Permit new sewer connection**
Town of Westwood: General bylaws of the Town Article 11 (as amended)
- Permit addition (no inspection)**
Pursuant to G.L.c.82A §1 and 520 CMR 7.00 et seq. (as amended)
- Permit cut & cap at Main**
- Permit cut & cap TEMP**

THIS PERMIT MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION

Location(s) of Excavation:				
Street Address:				
Name of Applicant:		Phone: _____ Cell: _____ E-mail Address: _____		
Street Address:		City/Town	State	Zip
Name of Excavating Contractor:		Phone: _____ Cell: _____ E-mail Address: _____		
Street Address:		City/Town	State	Zip

Name of Equipment Operator: _____			
Street Address: _____	City/Town _____	State _____	Zip _____
Name of Owners (s) of Property: _____		Phone: _____ Cell: _____	
		E-mail Address: _____	
Street Address: _____	City/Town _____	State _____	Zip _____
Description, location of proposed sewer line: Please describe the exact location of the proposed sewer Street address: _____ Description is as follows: Starting Point: _____ Finish Point: _____ <input type="checkbox"/> Does this property have an existing sewer connection <input type="checkbox"/> Existing house with no prior sewer connection <input type="checkbox"/> New construction of house <input type="checkbox"/> Renovation or Addition to existing house Number of bedrooms: _____ Number of condo units: _____ # of bedrooms: _____ Number of apartments: _____ # of bedrooms: _____ What is the source of water to the premise? <input type="checkbox"/> Municipality <input type="checkbox"/> Well Anticipated Start Time: _____ Date: _____ Anticipated End Time: _____ Date: _____			
APPLICATION/INSPECTION FEE \$ _____ SYSTEM CONNECTION FEE \$ _____ ADDITION (No Inspection) FEE \$ _____ TOTAL \$ _____			
Dig Safe # _____		Date # Received _____	

NO WORK IS ALLOWED IN THE TOWN LAYOUT BETWEEN NOVEMBER 15 – APRIL 1

CONDITIONS

1. Contractor/Property Owner agrees to conform to statutes, bylaws and/or other specifications, rules and regulations of any of the Town of Westwood, Massachusetts Water Resources Authority, and the Massachusetts Department of Environmental Protection.
2. If applicable, the provisions of Chapter 602 of the Acts of 1962, which provides that the Town of Westwood may construct the particular sewer and assess the total cost on the land benefited thereby.
3. All sewer work needs to be inspected by the Sewer Department. A (24) – Hour advance notice is required to schedule such inspection.
4. Application shall be accompanied by three(3) sets of plans showing structure, size of service, pipe material, direction of flow, elevation of pipes and proposed ground elevations; elevation of connection to existing sewer line, invert elevations and identification of nearest existing manholes both sides of connection, and slope of existing pipe. For new construction, this plan shall be by a Massachusetts Registered Professional Engineer. Scale shall be 1" = 20' or 1" = 40'. Plan size shall be no larger than 11" x 17" . Two sheets may be used if necessary.
5. The contractor/property owner doing the work shall furnish(1) hard copy of an " As-Built" of the exterior sewer connection, showing length of pipe, location of bends along pipe, degree of bend; location, ties, and depth. Location of pipe at foundation and ties to all clean outs. Scale shall be 1" = 20' or 1" = 40'. Plan size shall be no larger than 11" x 17". Two sheets may be used if necessary. All plans shall be by a Massachusetts Registered Professional Engineer. Submitted within one week of completion of work.
6. A copy of the Permit shall be available on-site at all times.

I have read all of the necessary requirements and agree to confirm to statutes, bylaws and/or other specifications, rules, and regulations of the Town of Westwood Sewer Department.

Applicant Signature	Date
Excavator Signature (If Different)	Date
Owner Signature (If Different)	Date

PERMIT IS VALID TWELVE MONTHS FROM DATE OF ISSUE

FOR TOWN OF WESTWOOD USE – Do not write in this section	
PERMIT APPROVED BY	APPLICATION FEE \$ _____
PERMITTING AUTHORITY	DATE _____
CONDITIONS OF APPROVAL	