



## Department of Public Works Town of Westborough

### Installation Permit Fee Structure & Regulations

The Water or Sewer Installation Permit will cover the installation of service line from the dwelling or the commercial building to the lateral end at the edge of the road layout or to the main as necessary.

Road Opening Permits will cover any work within the road layout other than work covered by the Water or Sewer "Installation Permit". If the type of work is not addressed herein, shall be classified by the Westborough DPW under one of the types addressed herein,

#### **I. Fees**

##### **Water or Sewer Installation:**

Water or Sewer Installation Permits cover all types of commercial and residential services. Each service is subject to the following fee schedule:

- \$25.00 per first one hundred feet
- \$15.00 each and every additional one hundred feet or any portion thereof.

#### **II. Gas, Electric, Telephone & Cable Road Openings**

Road Opening Permits for the installation of utility laterals and emergency Road Openings for repair of leaks are subject to a fee of \$20.00 / incident.

Road Opening Permits for the installation, extension and relaying of above referenced utilities within existing Town roads shall be subject to the following fee schedule.

- \$20.00 per first one hundred feet
- \$10.00 each and every additional one hundred feet or any portion thereof.

#### **III. General Road Opening**

Road Opening Permits for all other work in the road layout other than Gas, Electric, Telephone or Cable including but not limited to the construction of driveways or the installation of new water, sewer, drainage mains or the extension of these existing mains (but not within a sub-division or having a full-time inspector) shall be subject to the following fee schedule:

- \$50.00 per first one hundred feet
- \$25.00 each and every additional one hundred feet or any portion thereof.



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#### IV. Regulations

##### **Installation Permit Approval**

Contractor is to acquire a copy of approved Installation permit. This permit is to be posted onsite for inspection by governing authority. No work shall commence until an approved Installation Permit is obtained. Contractor is responsible for any and all comments made on Installation Permit and/or approved plans reviewed by DPW Engineering Department.

##### **Emergency Repairs**

Emergency Repairs may be performed upon immediate notification to DPW. Site Inspection will be required for all repairs. The contractor is to fill out an Installation permit no later than 24hr of emergency repair. The application shall also be noted as **“Emergency Repair”**.

##### **Permit Duration:**

Installation Permits are good for a period of six (6) months after the date of issuance. Permit shall remain in effect beyond the six (6) month deadline provided continuous work proceeds on Water and Sewer installations. If in the time period beyond the six (6) months continuous work fails to proceed, the issued permit shall expire. At no such time shall any issued or expired permit be subject to a refund. Installation Permits that have expired will be subject to any fee schedule changes that may have been installed at the re-issuing of new permits.

##### **Outstanding Fees:**

New Installation Permits shall not be issued to any Licensed Utility Contractor if they have outstanding Permit Fees, Town Taxes or if their required insurance and bond is not current or does not meet requirements.

#### V. Request for Inspections

##### **Requests for inspections:**

Requests for inspections shall be made **24 to 48 hrs** prior to proposed work being performed. Contractor shall notify DPW Engineering between the hours of **7:00am and 8:00am** that day to confirm that work is being performed and that an inspection is needed **DPW (508) 366-3070 or (508) 366-3076**. Requests for inspection shall be first come first serve basis. Inspection will be performed between the hours of **8:00am to 3:30pm**. DPW Inspector will contact the on-site contract if they cannot make inspection within two hours of inspection time requested.

**\*All work shall be inspected prior to backfilling unless otherwise approved by DPW. Any work that is performed and backfilled without an inspection shall be subject to a re-excavation and all costs shall be incurred by the contractor. Failure to adhere to Installation Permit Regulations, shall subject the Contractor’s Drain Layers license to review and potential revocation..**