



## CONCORD PUBLIC WORKS, WATER AND SEWER DIVISION

135 Keyes Road, Concord, MA 01742 Phone (978) 318-3250 Fax (978) 318-3204

### APPLICATION FOR DRAIN LAYER'S LICENSE

#### APPLICANT INFORMATION

Company Name \_\_\_\_\_

Company Mailing Address \_\_\_\_\_  
Street or PO Box number

\_\_\_\_\_

City

State

Zip

Note: This address will be listed on the Town's Website.

The names and residential address of all persons and parties who are principals as follows:  
GIVE FIRST AND LAST NAMES IN FULL; IN THE CASE OF A CORPORATION, GIVE NAME OF  
PRESIDENT, TREASURER AND CLERK; AND IN THE CASE OF A PARTNERSHIP GIVE NAMES  
AND ADDRESSES OF ALL PARTNERS.

\_\_\_\_\_  
Name, please print

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name, please print

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name, please print

\_\_\_\_\_  
Address

Day time phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

NOTE: If the applicant is a corporation, indicate state of incorporation under signature and affix corporate seal; if a partnership, give full names and residential address, if different from business address. If the applicant is a corporation, an affidavit giving the principal the right to sign the application must accompany the executed application.

---

## **REQUIREMENTS**

### **1.) Affirmation of Applicant Stability**

You have been in business under the present business name for \_\_\_\_\_ years.

### **2.) New Applicant References**

Sewer Work: All new applicants proposing to perform sewer service related work must attach proof of current Licensure as a drain layer in at least one other Massachusetts city or town, OR list three contracts under which you have successfully performed similar work within the past three years:

Water Work: All new applicants proposing to perform water service related work must attach a list of three contracts under which you have successfully performed similar work within the past three years:

*Note: To be included on the published Concord Water/Sewer Licensed Drain Layer List, applicant must have successfully installed at least one representative service within the Town of Concord within past three years.*

### **3.) Insurance**

Applicants for licenses must file with the Town an insurance certificate naming the Town as an additional insured party with General Commercial Liability Coverage up to \$1,000,000 and also riders for underground explosion and collapse (UEC) coverage; proof of Worker's Compensation Insurance up to the statutory limits; automobile and other vehicle insurance of not less than \$250,000.

These Certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least fifteen days prior written notice has been given to the Town. Said insurance shall indemnify the Town of Concord against any and all claims, liability or actions for damages incurred in or in any way connected with the performance of the work by a water or sewer system installer, and for or by reason of any act or omission of said system installer in the performance of his or her work.

### **4.) Designated Persons**

List all designated personnel who will be principally responsible for coordinating and supervising the work under this contract must also be a "**Competent Person**" as defined by **520 CMR 7.02**. Each designated person shall receive instruction from the Water and Sewer Division regarding the Town of Concord's water & sewer service application procedures and design and construction standards. See Attachment A "Designee Information".

a) Name: \_\_\_\_\_

b) Name: \_\_\_\_\_

c) Name: \_\_\_\_\_

d) Name: \_\_\_\_\_

### **5.) Excavator Information**

Unless a Right of Way Permit is required, a completed Concord Public Works "*Trench Permit Application – Excavator Information*" form must be submitted for each service application by the Licensed Drain Layer who will be principally responsible for supervising the work. All operators who may perform water or sewer service trench work to be authorized under this application must be licensed to operate hoisting or other mechanical equipment by the Department of Public Safety.

The undersigned hereby has provided all information required and agrees to conform to all rules and regulations established by the Public Works Commission. Signature of the applicant is required along with non-refundable application fee of **\$100.00**. Checks shall be payable to *Town of Concord*.

**Signature (Applicant):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print (name)** \_\_\_\_\_