

Town of Orleans, MA

Drain Layer's License Application

Drain layers licenses are issued for a period of one (1) calendar year (January 1 through December 31) to experienced and competent contractors as determined by the Department.

INSTRUCTIONS: Fill out this form completely and return it to the department (listed on page 3) with all required documents and license fee. Once approved, it is the responsibility of the drain layer to re-apply for license renewal each calendar year. References are not required to be submitted for renewal applications. Incomplete applications will not be processed and will be returned.

New Applicant / Renewal (circle one)

Date of Application:

Contact Name:

Company Name:

Phone #:

(full legal name, must match insurance)

Email:

Company Address:

Email for Billing:

Mailing Address:

Proof of Insurance:

Per the Town of Orleans Sewer Use Rules and Regulations all drain layers shall carry and maintain in effect during the entire implementation of the work, at his/her expense, the following kinds and minimum amounts of insurance in a company or companies with A.M. Best's Rating of "A" or better. Such insurance shall cover claims and suits which arise out of, or result from, the drain layer's execution of the work whether such execution be by the drain layer or by any subcontractor.

Certificates of Insurance acceptable to the Town shall be filed with the Department with this application. **The Town and authorized representative shall be listed as additionally insured.** These certificates shall contain a provision that coverage afforded under the policies will not be cancelled unless at least thirty (30) days prior written notice has been given to the Town. **Upon expiration, the applicant must submit an updated certificate to the Town within thirty (30) days. Failure to provide a current certificate may result in suspension of the applicant's drain layer's license at the Town's discretion.**

Please ensure the following insurance documentation is attached with this application when submitted:

- Workers compensation as required by the Worker's Compensation Laws of the Commonwealth of Massachusetts and, in conjunction therewith, Employer's Liability with a limit of five hundred thousand dollars (\$500,000) per accident, or each employee for bodily injury by disease and policy limit.
- General Liability including, but not limited to, Bodily Injury, Personal Injury and Property Damage Liability, Contractual Liability insurance necessary to carry out the contractual obligation to proceed under the contract. Limit of liability of one million dollars (\$1,000,000) per occurrence.
- Automobile Bodily Injury and Property Damage Liability for all owned, non-owned and hired automobiles operated in connection with the performance of the contract. Limits of liability: Single limits of Property Damage and Bodily Injury of one million dollars (\$1,000,000) per accident.

Surety Bond:

- Surety in the amount of twenty thousand dollars (\$20,000) protecting the Town against damage to existing public roadways and property. All renewals require a continuation certificate.

Proper Licensing to Perform Work:

- Attach evidence of all required licenses for all employees performing work (i.e. but not limited to, Commercial Driver’s License, hydraulics licenses, etc.), issued by the Commonwealth of Massachusetts Department of Public Safety.

Septic Abandonment Work Licensing:

- If applicant plans on performing any septic tank abandonment work, Disposal System Installer License obtained via the Orleans Board of Health, must be attached.
- If the applicant will not perform septic abandonment work, this box must be checked.

Municipal References: *A minimum of 3 References must be provided*

Reference #1	Reference #2	Reference #3
Town or City:	Town or City:	Town or City:
Contact Name:	Contact Name:	Contact Name:
Contact Number:	Contact Number:	Contact Number:
Contact Email:	Contact Email:	Contact Email:

Applicable Equipment: *Additional Equipment may be listed on a separate sheet of paper*

Equipment #1	Equipment #2	Equipment #3
Type:	Type:	Type:
Make:	Make:	Make:
Model:	Model:	Model:
Year:	Year:	Year:

Equipment #4	Equipment #5	Equipment #6
Type:	Type:	Type:
Make:	Make:	Make:
Model:	Model:	Model:
Year:	Year:	Year:

Drain Layer’s License Fee:

An application fee of \$100 made payable to the Town of Orleans can be delivered to the Orleans Wastewater Treatment Facility:

29 Overland Way
Orleans, MA
02653

Billing:

Invoices for sewer connection inspections will be issued via email to the email address provided. All invoices are Net 30. If invoices remain in arrears more than 30 days at the end of the licensing period, Drain Layer license renewal will not be approved.

Low-Pressure Sewer Work:

When performing low-pressure work, contractors must install the Town’s standard low-pressure sewage pump station, Environmental One Corp. system (E-One), distributed by F.R. Mahoney in order to ensure standardization and the best pricing and warranties for our citizens. If you are not a certified E-One installer, you cannot perform low-pressure work in Orleans.

Sewer Use Rules and Regulations:

Once your completed application and required documentation has been received, it will be reviewed by the Orleans Board of Water and Sewer Commissioners. A representative of the department may reach out to schedule a visit to inspect if proper equipment is available and in good working condition before submitting the application to the Board.

No work shall be performed until an approved license has been issued. Copies of approved plans must remain on site for the project at all times. Any work performed without approved plans may result in suspension of the applicant’s Drain Layer license at the Town’s discretion and/or non-renewal of Drain Layer license .

By signing this application, the applicant acknowledges that they received a copy of the Town of Orleans Sewer Use Rules and Regulations and understands that any violation of the requirements of the Sewer Use Rules and Regulations shall be cause for revocation of license:

Name & Title of Applicant

Signature of Applicant

(For Internal Use Only)

- \$100 License Fee received
- Insurance documentation received
- Equipment inspected and satisfactory
- Surety Bond received
- References received
- Disposal System Installer License attached (if applicable)

Approved by: _____ Date: _____