



# TOWN OF ANDOVER

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
(978) 623-8200  
www.andoverma.gov

## **ANDOVER BOARD OF HEALTH** **SEWER PERMITTING** **FACT SHEET (4/1/2023)**

- All sewer work must be performed by a person licensed by the Board of Health as a Drain Layer, or by a person licensed as a Master Plumber in the Commonwealth of Massachusetts.
- The Board of Health handles sewer permitting and inspection from the foundation to the wye connection into the sewer main.
- The Engineer Division in the Department of Public Works handles permitting and inspection of all sewer mains and manhole-to-manhole work.
- All sewer work requires that the contractor also obtain a Trench Permit in accordance with state law.
- When a sewer is repaired, if a backwater valve and cleanout is not present, it must be installed at that time while the repair is being conducted.
- All permitting is performed electronically, via the town's on-line permitting portal: <https://andoverma.viewpointcloud.com/>

### **Sewer Repairs**

- Application must be made by a licensed Drain Layer or Master Plumber.
- Upload a sketch of the proposed repair, as well as a signed contract with the property owner.
- If the repair includes disturbing a sidewalk and/or street, a Street Opening Permit from the DPW is also required.
- Be prepared to install a backwater valve and cleanout if one does not exist.
- The Conservation Commission will review the application to determine if a wetlands filing will be required.
- After the permit is issued, coordinate an inspection of the work with the Plumbing Inspector.
- The contractor is required to provide an as-built drawing of the sewer.

### **Connecting an Existing Structure**

- Application must be made by a licensed Drain Layer or Master Plumber.
- Upload a sketch of the proposed repair, as well as a signed contract with the property owner.
- If a pump is required, then a plan must be prepared by a Professional Engineer, detailing the pump type, and depicting the connection to a receiving manhole prior to discharge into the town system. Upload the PDF of the design, and deliver 5 hard copies of the plan set to the Health Division.

- The Conservation Commission will review the application to determine if a wetlands filing will be required.
- After the permit is issued, coordinate an inspection of the work with the Plumbing Inspector.
- The contractor is required to provide an as-built drawing of the sewer.

### **Connecting a New Structure**

- Application can be made by a licensed Drain Layer, Plumber, Engineer, Builder, or other person authorized by the property owner.
- Application must be made prior to or in conjunction with applying for a Building Foundation Permit.
- Upload PDF of the sewer connection plan and deliver 5 hard copies of the plan set to the Health Division. Reviewers are Health, Engineering, Plumbing, and Conservation.
- Once all 4 reviewers have approved, a “Plan Review Approval” will be issued; THIS IS NOT A PERMIT TO CONNECT. It will allow the Health Division to approve the foundation permit.
- At any point prior to seeking the structure permit from the Building Division, the applicant can upload a signed contract identifying the Drain Layer of record.
- Once the foundation is installed, a copy of the Certified Foundation Asbuilt with a top of foundation elevation must be uploaded to the sewer permit. This will be reviewed by staff, and if it complies with the approved plan, the Sewer Connection Permit will be issued to the Drain Layer. The Structure Permit will then be released.
- After the permit is issued, coordinate an inspection of the work with the Plumbing Inspector.
- The contractor is required to provide an as-built drawing of the sewer.