



TOWN OF NEEDHAM, MASSACHUSETTS
PUBLIC WORKS DEPARTMENT
WATER & SEWER DIVISION
500 Dedham Avenue, Needham, MA 02492
Telephone: (781) 455-7550 Fax: (781) 449-9023

10-30-17

WATER SERVICE CONNECTION REQUIREMENTS

Please note that no street openings will be allowed between November 15 and April 1 during the winter season. Any disconnections by the Owner/Contractor during the winter season will be accomplished on the subject private property and will be considered temporary until the street can be opened for permanent connection as required.

The procedures outlined below are for “tear-downs” and new construction. The process is similar for *rehabilitation* of existing property, which may require new service line connections and will require new metering.

NOTE: All stages of the construction of the water and sewer services and connections to Town facilities must be inspected by the (W&S) Inspectors. Call W&S Inspectors, Mon. – Fri., 7:00am – 3:30pm at (781) 983-2632 or (781) 389-6117, 48 hours in advance to schedule an appointment.

DEMOLITION (Tear-downs)

Cut & Cap existing services;

- Owner/Contractor must call for a utility mark out and an appointment, 48 hours in advance to coordinate with the W&S Inspectors
- Existing water connections are to be shut off at the curb stop and disconnected at the back of the sidewalk (property line), upstream from the curb stop
- W&S Inspectors require access to the residence/building to remove the meter(s) and MIU unit.
- Demolition memo will not be sent without meter removal
- W&S Inspectors record existing meter readings
- W&S Inspectors report meter out of service to W&S Administration office

NEW CONSTRUCTION

Materials;

- All water service piping will be 1”(inch) in diameter and made of Type “K” copper.
- All water service fittings/connectors, such as; corporations, curb stops, & couplings will be compression style manufactured by the MUELLER CO. of Decatur, IL (USA) 62525 (*no “bleeding” style curb stops are permitted*).
- Curb stop access box shall be ERIE style with a center hex nut plug cover.
- The curb stop and its access box will be installed in the grass berm between the edge of road and the sidewalk or prior to the property line. If the *CURB STOP BOX* is installed in a sidewalk or driveway, paved or gravel, a standard *STREET BOX* will be installed around the curb box for protection from traffic and damage.

NEW CONSTRUCTION (cont'd)

During the construction process the W&S Inspectors will visit the site periodically;

- At no time does the Town supply free water,
- The Owner/Contractor will coordinate with the W&S Inspectors to install a temporary meter with vacuum breaker to provide construction water, please note that the Owner/Contractor is responsible for the temporary service connection and parts to prevent damage from weather or other conditions at the site,
- The W&S Inspectors will record initial readings at the temporary meter,

The Owner/Contractor will notify the W&S Inspectors when the new permanent water connection is to be made;

- New services require a new tap at the main. If the existing service from the main is 1" diameter copper, the Owner/Contractor may tie onto the 1" service at the curb stop.
- Abandoned services will be shut off and capped at the main. The Owner/Contractor will repair corporations leaking at the main.
- A direct tap, up to 1 ½" diameter, may be made in a main at least 6" diameter. For services larger than 1 ½" diameter a saddle must be used to tap the main.
- Water service lines shall be set in a trench with a minimum of 6" (six inches) of fine to medium sand all around and to cover by 6". **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- All new service material shall be a minimum of 5' (five feet) below finished grade from the main to the building foundation. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- New water service lines shall be laid as straight as possible between the curb stop and the building foundation with as few unions as possible. No soldiered joints will be allowed between the curb stop and the building foundation, only compression fittings are allowed. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- The requirements of the W&S Division is to have a new 1" diameter copper line from the existing main to the house,
- The new 1" copper line will enter the house thru the foundation at a minimum of 12" above finished floor, unless no basement is provided,
- New water service lines will enter the structure no closer than 6' (six feet) from the proposed location of the electrical service box, see Electrical Code requirements in the Building Dept. @ (781) 455-7542.
- If the new copper pipe rises vertically thru the floor the pipe will be protected from damage to 8" above the finished floor,
- Water lines shall be laid 10ft. (ten feet) away from sanitary sewer lines where practicable. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- No services will be permitted to be laid thru or under garage slabs.
- The Owner/Contractor will provide at least 36" (inches) of new 1" copper pipe from the basement entry point for access by the W&S workers,

NEW CONSTRUCTION (cont'd)

- W&S Inspectors must visually inspect the work of the Owner/Contractor for proper connections, proper installation of new pipe and correction of entry conditions prior to backfilling.

METER INSTALLATION

The Owner/Contractor will coordinate with the W&S Administration Office to set up appointments for installation of new permanent service meters;

- The Owner/Contractor will provide the new meters per the policies and specifications of the Needham W&S Division,
 - For new services that are 1" diameter or larger the Owner/Contractor shall provide a new meter(s), as manufactured by NEPTUNE TECHNOLOGY GROUP INC. of Tallassee, AL 36078, USA, supplied with a Radio Read device, type R-900 series.
 - The Contractor/Owner Must Be Present at the address for the appointment date of the meter(s) installation.
 - The curb stop must be exposed.
 - Water Division personnel will perform the meter installation, radio read connection and install the required appurtenances such as valves and fittings. All fittings will be charged to the Owner/Contractor.
 - Water Division personnel will also take the first reading of each meter and record all serial numbers. The consumer will then be billed as usual for the time and materials that the Water Division expends.
 - House/building must be secured and meter protected from tampering and freezing.
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- *The Property Owner is required to fill out Water Application, located upstairs in Public Service Administrative Building, 500 Dedham Ave.*
 - *The Excavator/Contractor is required to obtain a "Street/Sidewalk Excavation/Occupancy Permit, which has a current fee of \$325. At the time of issuance the permit requires a "plot plan", a "Dig Safe" number, a \$5,000 License & Permit Bond (Surety Bond) and a Commercial General Liability certificate of insurance.*
 - *During winter months, contractor must protect service pipe and plumbing from freezing prior to servicemen installing a water meter.*

NO. _____
TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT
WATER DIVISION
500 DEDHAM AVENUE
NEEDHAM, MA 02492
(781) 455-7550

MAP NO. _____ & PARCEL NO. _____
SERVICE NO. _____

PROPERTY OWNER FILLS OUT

**APPLICATION FOR
WATER SERVICE**

The undersigned, being the owner of said property, hereby applies for a Water Service to be laid into the property or building located at No. _____

I agree to take the water in accordance with the Rules and Regulations and Rates now in force, or as established by the Public Works Department.

A deposit equal to the estimated cost of the service may be required with the application. All charges shall be paid before the water is turned on.

Pipe & Fittings _____
Valves _____
Curb, Corporation _____
Overhead _____
Equipment _____
Patch _____
Misc. _____
Connection Fee _____
Total _____

TO BE FILLED OUT BY PROPERTY OWNER

Owner Signature _____
Owner Address _____
City _____ State _____ ZIP _____
Print Name _____
Phone # _____
Email: _____
Application Date: _____
DPW Acceptance Date _____
Water Official Signature _____