



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

4/28/20

TO START PROCESS - Must obtain Water Permit online @
<https://needhamma.viewpointcloud.com>

- 1 Water Permit for cut & cap, disconnect – no fee charged
- 1 Water Permit for reconnect, new line, repair, relocate, move & replace line – no fee charged

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 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): **TO START PROCESS - Must obtain Water Permit online @ <https://needhamma.viewpointcloud.com> for cut & cap, disconnect – no fee charged**

Cut & Cap existing services;

- 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: TO START PROCESS - Must obtain Water Permit online @ <https://needhamma.viewpointcloud.com> for reconnect, new line, repair, relocate, move & replace line – no fee charged

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.

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

- At no time does the Town supply free water,
- The Contractor will coordinate with the W&S Inspectors to install a temporary meter with vacuum breaker to provide construction water, please note that the 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 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 Contractor may tie onto the 1” service at the curb stop.
- Abandoned services will be shut off and capped at the main. The 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 requirement of the W&S Division is to have a new 1” diameter copper line from the existing main to the house,

NEW CONSTRUCTION (cont'd)

- 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) 455-7550, Ext. 537
- 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 Contractor will provide at least 36" (inches) of new 1" copper pipe from the basement entry point for access by the W&S workers.
- W&S Inspectors must visually inspect the work of the Contractor for proper connections, proper installation of new pipe and correction of entry conditions prior to backfilling.

METER INSTALLATION

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

- The 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 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 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 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 secure and meter protected from tampering and freezing.
- *The Contractor/Excavator is required to fill out Water Permit & Owner Authorization Form at <https://needhamma.viewpointcloud.com>. No fee charged*
 - *The Contractor/Excavator is required to obtain a "Street/Sidewalk Excavation/Occupancy Permit at <https://needhamma.viewpointcloud.com>, which has a current fee of \$325. 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.*