



**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 Sewer Permit online @ <https://needhamma.viewpointcloud.com>

- 1 Sewer Permit for cut & cap, disconnect – no fee charged
- 1 Sewer Permit for reconnect, new line, repair, relocate, replace, move & off septic system - \$100. Residential & \$200. Commercial fee charged.

***SEWER 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 after April 1.

The procedures outlined below are for “tear-downs”, new construction & off-septic system. The process is similar for rehabilitation of existing property, which may require new service line connections.

**NOTE:** At all stages of the construction of the sewer services and connections to Town facilities, the Water and Sewer Division (W&S) Inspectors must inspect the work. 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 Sewer Permit online @ <https://needhamma.viewpointcloud.com> for cut & cap, disconnect – no fee**

**Cut & Cap existing services;**

- Requires a visual inspection and sign off by W&S Inspectors, Contractor must call 48 hours in advance to schedule an appointment with the W&S Inspectors,
- Existing sewer to be cut and capped at the Property Line,
- Existing sewer to be permanently capped with a positive plug (if not being reused). **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- Requires horizontal ties to permanent structures to be recorded.

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

NEW CONSTRUCTION, REPAIR/REPLACE or OFF- SEPTIC TANK or CESSPOOL SYSTEM - TO START PROCESS:

Must obtain Sewer Permit online @ <https://needhamma.viewpointcloud.com> for reconnect, new line, repair, relocate, replace, move & off septic system  
- \$100. Residential & \$200. Commercial fee charged.

**The Contractor will notify the W&S Inspectors when the new sewer connection is to be made.**

- New sanitary service pipe from a residence to the main shall be 4" or 6" diameter SDR 35 PVC or CPVC with O-ring, "Push On" connection. From the exterior wall of the residence to 10' (Ten feet) beyond the exterior wall the sanitary drain shall be a minimum of Schedule 40 PVC or CPVC. The use of FERNCO couplings is approved as needed. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- New sanitary service pipe from a commercial building to the main shall be minimum 6" diameter Ductile Iron Pipe with O-ring, "Push On" connection. From the exterior wall of the building to 10' (Ten feet) beyond the exterior wall the sanitary drain shall be a minimum of Class 52 Ductile Iron. The use of FERNCO couplings is approved as needed. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- Sump pumps, perimeter drains and any other ground water accumulation systems will not be allowed to enter the sanitary sewer system.
- The new sewer pipe shall be bedded with a minimum of 6" (six inches) of ¾" crushed stone. After the pipe is laid the trench will be filled with ¾" crushed stone to 6" above the top of the pipe.
- Only one bend of 22.5 degrees will be allowed in a sanitary line. Any other angle will be made with a pre-cast concrete manhole. On lines less than 6" in diameter a chimney style clean-out may be used at no more than 3' (three feet) from the angle point to allow access in the down stream direction. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- New sanitary lines will be laid with a straight slope (minimum ¼ inch/foot) to the main, with neither high spots nor low spots. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- It is recommended that no foundation loads bear on the new sewer pipe.
- Sanitary sewer lines shall be laid 10' (ten feet) away from water lines where practicable. **THE W&S INSPECTORS MUST INSPECT THIS WORK.**
- If work is backfilled *prior* to the requisite inspection of the Needham W&S Inspectors, there will be no sign off of Building Permit grade cards (for certificate of occupancy) for the reason that **THE W&S INSPECTORS MUST INSPECT ALL WORK.**
- Connections to sewer manholes must be corded and booted.
- Inside drops must be stainless steel banded to the structure.
- Inside drops must consist of a PVC Tee facing downward with a ½ cut plug on the open end.
- Connections must have a brick channel at the manhole bottom.

- *The Contractor/Excavator is required to fill out Sewer Permit & Owner Authorization Form at <https://needhamma.viewpointcloud.com>. to request permission from the Town of Needham DPW. No fee charged for cut & cap or disconnect. Current fee of \$100. Residential and \$200. Commercial property to reconnect, new line, repair, relocate, replace, move and off septic system.*
- *The Contractor/Excavator is required to obtain a “Street/Sidewalk Excavation/Occupancy Permit at <https://needhamma.viewpointcloud.com>, which has a current fee of \$325.00. 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.*

8/23/04, 4/1/09, Rev 4/28/20

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