



# CITY OF GLOUCESTER

*Commonwealth of Massachusetts*

Department of Public Works  
Business Office, 2<sup>nd</sup> Floor, DPW Main Garage  
28 Poplar Street, Gloucester, MA 01930  
Phone: 978-325-5600

Michael B. Hale, A.I.C.P.  
*Director of Public Works*

Mark Cole  
*Assistant Director of  
Public Works*

Joseph Lucido  
*Assistant Director of  
Public Works for  
Operations*

## APPLICATION FOR DRAINLAYERS LICENSE FOR CALENDAR YEAR 2019

Is this a **Renewal** \_\_\_\_\_ or a **New Application** \_\_\_\_\_ Please indicate response with **X**

Each City of Gloucester Drainlayer's License expires annually on December 31st.

An application fee of \$100.00 must accompany each complete application for renewal or new  
**(please make checks payable to the City of Gloucester).**

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner if  
Other Than Applicant: \_\_\_\_\_

Any Previous Business  
Name Within Past 5 Years: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If you have any questions or concerns about this application, please do not hesitate to contact the City of Gloucester's Department of Public Works at **978-325-5600**.

**You may mail your Drain Layer's License Application to:  
Gloucester Department of Public Works,  
9 Dale Ave, Gloucester, MA 01930.**

**Or you may drop it off at the DPW Business Office, 28 Poplar Street, Gloucester, MA**

Construction/Installation Permits are issued by the Gloucester DPW at the Business Office located on the 2<sup>nd</sup> Floor, DPW Garage, 28 Poplar Street, Gloucester, MA 01930 (978-325-5600).



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November 19, 2018

Dear Licensed Drainlayers:

Enclosed is your renewal application for the **City of Gloucester Drainlayer's License for  
Calendar Year 2019**

As you are aware, **this license entitles an individual**, with other proper permits in-hand, to lay pipe in any and all right-of-ways for the purpose of conveyance of sanitary waste water, surface and subsurface runoff, potable water, and any other substance or matter that may effect the health and safety of the general public and/or have potential impact on the public way. If you are unsure of the scope of applicability of this license, please refer to Article 3 of the *Drainlayer License Regulations*.

This is an **individual license**, NOT a business or company license. Each qualified individual must complete an application and submit it, with the applicable fee, to the City of Gloucester **Department of Public Works** for review and approval.

**A licensed Drainlayer must be on site at ALL times for all jobs requiring a licensed Drainlayer to do the work.**

*Please complete the enclosed application and submit it with the \$100.00 fee by January 15, 2019.*

**You must include with your application:**

- Road opening bond in the amount of \$ 5,000.00 for 2019;
- Certificate of insurance of Casualty and Liability naming the City of Gloucester as an additional insured (please refer to the City's mandatory insurance requirements, (copy attached));
- A photocopy of the Applicant's Massachusetts Commercial Drivers License (CDL) issued by the Massachusetts Registry of Motor Vehicles and a copy of the Applicant's Hoisting Engineer's License issued by the Massachusetts Department of Public Safety (both must be current and in full force & effect – it is the sole responsibility of the Drain Layer to ensure that he is properly licensed to do the work required for any particular project);
- and, if your are **currently licensed** to install S.T.E.P. sewer components, then an **additional \$ 25,000.00 bond** covering such work for CY 2019 is also required.

**Any applicant (or applicant's employing firm) that has any outstanding as-built drawings, fees due, or trenches requiring repairs, or does not submit the required bonds, insurance**

**and licenses, will not receive his/her 2019 license until these issues have been resolved to the satisfaction of the Director of Public Works.**

The City has been making a significant effort to improve the condition of the roadways within the City. **Please be advised that effective immediately, all heavy equipment fitted with steel tracks and/or steel stabilizer pads are strictly prohibited from operating on paved roadways within the City, and further are prohibited from being loaded onto or from paved streets onto transport trailers without the use of proper and adequate rubber mats, wooden planks, or other protective material satisfactory to the Director of Public Works (Director).** A Licensed Drainlayer found to violate this prohibition shall have his/her Drainlayer's License suspended for not less than thirty (30) days for the first offense, sixty (60) days for the second offense, and not less than one (1) year for the third and subsequent offenses, as determined by the Director of Public Works. Drainlayers who have their licenses suspended shall only be reinstated upon the receipt of a new application, fee, and updated insurance and license application (new application package). The Licensed Drainlayer or other Contractor/Operator shall be held fully responsible to repair any damaged section of pavement, at his/her sole expense, to the satisfaction of the Director or his designee. Such restoration shall include, but may not necessarily be limited to: removing the damaged section of pavement in a regular rectangular shape encompassing all of the damaged pavement to a depth to be determined by the Director, repaving as directed, as well as repairing/replacing edge treatment, pavement markings, etc.

Finally, the City has been having difficulty for many years with the quality of As-Built drawings submitted by various Drainlayers. Please be advised that the DPW intends to vigorously enforce the following standards for as-builts:

As-builts will now be required for **ALL** water, sewer, drain and related work including: new installations, repairs, relays, or any modifications to existing infrastructure. The Drainlayer's sketch must display, at a minimum, the following information in a clear and legible fashion on a minimum of 8.5" x 11" paper:

- Address of the property in question and the date the work was done (in some instances Assessors Map & Lot number may also be required in the less developed parts of the City); and also must show permit number and Drainlayer Name; applicable Dig-Safe Number; applicable Trench Permit Number;
- Accurate, detailed and complete sketch of service layout including manholes, cleanouts, bends, wyes, tees, couplings, valves, shutoffs, check valves, and lengths of pipe or tubing runs;
- Depth of service;
- Length of pipe installed;
- Material of service;
- Size of service;
- Swing ties, from at least two fixed points, to all shutoff valves, gates, check valves, fittings, pumps, tanks, manholes, bends, and clean outs;
- Size and type of pump installed; manufacturer's name and model number, etc.;
- **Name of City Inspector and date inspected.**
- For complicated service projects and for ALL water main and sewer main extensions (including low pressure sewers) an As-Built Plan prepared and stamped by a Licensed Professional Engineer shall be required to be submitted as a CAD file, a pdf file, and in hard copy format on Mylar; any project requiring the establishment of an easement for access and maintenance to the utility in question shall require that an easement document and plan be prepared by a Licensed

Professional Land Surveyor and recorded in the appropriate land registration office (Registry of Deeds or Land Court);

- Location of repair to service when existing service information is unavailable.

**As-built sketches must be submitted to the DPW no later than five (5) business days after the work is completed.** Failure to submit acceptable as-built sketches in a timely fashion will result in no additional permits being issued to the Drainlayer or the Drainlayer's employer until all delinquent as-builts are submitted, reviewed, and accepted.

Please contact DPW (978-325-5600) for a list of past due as-built drawings, and to resolve any outstanding fee issues or trench issues.

The City of Gloucester Department of Public Works welcomes the opportunity to work with you and your company in 2019.

Please feel free to contact this Office if there are any questions with regards to the Drainlayer's License Application.

Sincerely,  
City of Gloucester  
Department of Public Works

Joseph Lucido  
Assistant Director of Public Works for Operations

***Submit Original Signed Application, along with the fee, required bonds, insurance and licenses to:***

The City of Gloucester  
Department of Public Works  
9 Dale Avenue  
Gloucester, MA 01930

Or you may drop it off to :  
DPW Business Office  
28 Poplar Street  
Glouceter, MA 01930

Phone: 978-325-5600  
Scan & email to: [rlopiccolo@gloucester-ma.gov](mailto:rlopiccolo@gloucester-ma.gov)

**CITY of GLOUCESTER, MASSACHUSETTS**  
**Mandatory Insurance Requirements for Drain Layers**  
**Calendar Year 2019**

Prior to the issuance of a Drain Layers Permit, an applicant shall furnish certificates of minimum insurance including, general liability, automobile, property damage liability, bodily injury liability, and workmen's compensation insurance in the amounts required by law and as determined by the Director of Public Works, and as shown in the table below.

Insurance coverage shall be reviewed and updated periodically.

These certificates shall contain a provision that the insurance company will notify the certificate holder, by registered/certified mail, at least 15 days in advance of any cancellation or material change in coverage.

*The City shall be named as an additional insured party when working on City Property.*

**MANDATORY INSURANCE COVERAGES**

INSURANCE TYPE	COVERAGES	LIMITS
<b>General Liability</b>		
<b>COMPREHENSIVE FORM BROAD FORM PROPERTY DAMAGE  PERSONAL INJURY</b>	Premises/Operations Underground, Explosion, & Collapse (UEC) Hazard Products/Completed Operations Independent Contractors Combined	Each Occurrence  <b>\$ 1,000,000</b>  Aggregate  <b>\$ 2,000,000</b>
<b>Automobile Liability</b>		
<b>BODILY INJURY &amp; PROPERTY DAMAGE</b>	All Owned Vehicles Hired Vehicles Combined Non Owned Vehicles	<b>As Required by Law</b>
<b>Workers Compensation &amp; Employers Liability PART A.</b>	<b>As Required by State of Massachusetts</b>	
<b>Workers Compensation &amp; Employers Liability PART B.</b>	Each Accident Bodily Injury by Disease (Policy Limit) Bodily Injury by Disease (Each Employee)	<b>As Required by Law</b>



28 Poplar Street  
Gloucester, MA 01930

TEL 978-281-9785

FAX 978-281-3896

mhale@gloucester-ma.gov

**CITY OF GLOUCESTER**  
DEPARTMENT OF PUBLIC WORKS

**Notice To All Contractors**

Please be advised that effective immediately, all heavy equipment fitted with steel tracks and/or steel stabilizer pads are strictly prohibited from operating on paved roadways within the City, and further are prohibited from being loaded onto or from paved streets onto transport trailers without the use of proper and adequate rubber mats, wooden planks, or other protective material satisfactory to the Director of Public Works.

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