



# **TOWN OF STOUGHTON**

## **-Engineering Department-**

Town Hall  
10 Pearl Street, 2<sup>nd</sup> Floor  
Stoughton, MA 02072

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TO: All Licensed Contractors

FROM: Marc Tisdelle, P.E.  
Executive Director of Development Services/Town Engineer

RE: Street Excavation Policy

Enclosed is an application form to be a Licensed Contractor in the Town of Stoughton for the 2025 calendar year. This license is required to work on Town property, including all Town ways, on ways eligible to be accepted by the Town and on any water/sewer lines. Please read the complete application carefully before signing.

If you need any additional information concerning this requirement, please contact Superintendent of Public Works Paul Giffune or Executive Director of Development Services/Town Engineer, Marc Tisdelle

The application should be submitted along with appropriate fee(s) and/or forms to:

Town Hall  
Engineering Department  
10 Pearl Street  
Stoughton, MA 02072  
Attention: Kristen or email to [kobrien@stoughton-ma.gov](mailto:kobrien@stoughton-ma.gov)  
Fax: 781-341-1086

Please note your application will not be processed until all necessary insurance paperwork is on file. The approved contractor list will be listed alphabetically.

MJT/ko  
Enclosures

TO: ALL CONTRACTORS

FROM: Marc Tisdelle, P.E.  
Executive Director of Development Services/Town Engineer

RE: Water & Sewer Connections  
Street Opening Permits

A: **Licensed Contractor:** All contractors doing work on Town property including public ways, on private roads and utilities that may become the Town's property and on private connections to a utility must be licensed by the Town. This license will be issued by the Engineering Department. Applications are available at the Engineering Department and Public Works.

B. **Street Opening Permits:** All Street Opening Permits will be issued by the Public Works Department. Public Works will do the inspections. Prior notification is required. Street Opening permits will only be issued to licensed contractors. Applications are to be submitted to the Public Works Superintendent for his approval.

C. **Curb Cuts:** Curb cut permits will be issued by the Public Works Department to licensed contractors only. The Engineering Department will approve the site plan prior to the issuance of the curb cut permit.

D. **Water and sewer connections:**

1). **Sewer:** A licensed contractor will present construction plans to the Engineering Department for approval. If the connection is on a public way, a street opening permit is also needed before construction begins. This permit will be obtained from the Public Works Department after approval by the Engineering Department. All inspections, including any pressure testing, will be done by the Engineering Department. Prior notification is required.

2). **Water:**

a), **Subdivisions:** Plans for all water system construction within a subdivision will be approved in advance by the Engineering Department. If the connection to the Town system is to be in a public way, a street opening permit is also required. This will be obtained from the Public Works Department. All water pressure testing shall be supervised by the Public Works Department. Construction inspections will be done by the Engineering Department. Prior notification is required.

b), **All other connections:** All approvals and permits will be issued by the Public Works Department. Inspections will be made by the Public Works Department. A street opening permit will be needed.

E: **Release of Bonds:**

The contractor will apply for a release of bonds to the appropriate permitting department.

**NOTICE TO ALL CONTRACTORS**

**FILING FOR LICENSED CONTRACTORS**

**IN THE**

**TOWN OF STOUGHTON**

**CHECKLIST:**

Before your application for Licensed Contractor will be accepted, **ALL OF THE FOLLOWING MUST BE FILED WITH THE ENGINEERING DEPARTMENT:**

1. Completed Application Form.
2. \$100.00 check payable to the Town of Stoughton for Annual License Fee.
3. Insurance certificates as described on the application form in the Town of Stoughton's name.
4. \$5,000 drainlayers/permit bond as described on the application.
5. Tax Certification Attestation form must be completed.
6. **W-9 (for reimbursement of any street opening deposits that may be required)**
7. List of equipment to be used to perform any work under the license.
8. For **NEW APPLICANTS NOT PREVIOUSLY LICENSED WITH THE TOWN OR APPLICANTS NOT LICENSED IN THE LAST TWO YEARS WITH THE TOWN** - Two letters of reference from other municipalities where similar work has been performed within the past two years.

**NO APPLICATION WILL BE ACCEPTED UNLESS ALL THE INFORMATION IS PROVIDED.**

**DATE PAID** \_\_\_\_\_  
**INSURANCE CERT.** \_\_\_\_\_  
**BOND FILED** \_\_\_\_\_

**TOWN OF STOUGHTON**

**APPLICATION FOR PERMIT AS LICENSED CONTRACTOR**

**\$100.00 ANNUAL FEE**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

1. The Contractor shall file the following insurance certificates with the Town.
  - a. Liability for bodily injury including accidental death - \$1,000,000 in coverage.
  - b. Liability for property damage - \$1,000,000 in coverage.
  - c. Workmens Compensation Insurance as required by the General Laws of Massachusetts.

All policies shall be so written that the Town will be notified of cancellation or restrictive amendment at least fifteen (15) days prior to the effective date of such cancellation or amendment.

2. The Contractor shall be required to file a \$5,000 Drainlayers Bond satisfactory to the Engineering Department with the Town of Stoughton for each year in which the license is issued to assure the performance of the following mentioned requirements.
3. The contractor shall obtain a street opening permit for each installation in advance of starting any work. There is a \$50.00 Administrative/Inspection Fee requirement for each installation. Should work begin without a permit, the Administrative/Inspection Fee will be \$200.00. The Contractor shall also pay a street opening deposit (where applicable) (**cash or certified check**) in accordance with the attached Schedule A to insure adequate protection as far as the repair of the street is concerned. Said deposit will be released only on final approval from the Superintendent of Public Works.

4. The Contractor shall restore the street trench with at least a temporary patch of Mass Highway specification Type 1 -1 bituminous concrete within twenty-four hours of backfilling the excavation. Permanent trench patch is to be placed within thirty (30) days of the placement of temporary patch. All trench patches shall be a minimum of 4.5 inches (3" of binder, 1-1/2" of top) of Mass DOT specification Type 1-1 bituminous concrete unless the existing bituminous concrete is thicker, in which case the permanent patch binder course shall be thicker so that the permanent patch is the same thickness as the existing bituminous concrete. For excavations made between November 1st and April 30th **OR AT ANYTIME** in any public way which has been paved within the previous five years, all contractors **MUST** use C.D.F. (Controlled Density Fill) Type IE. (see attached specification sheet). **This material will be used in place of compacted gravel. No material removed from the trench will be put back. Only C. D. F. will be placed in the trench as backfill. All materials shall be new materials meeting Mass DOT specifications. All trench edges must be cut true to line and grade by mechanical method and be tacked per Mass DOT specifications prior to patching. Infra-Red work must be done between May 1st and November 30th. Prior to starting any project contractors will contact the Public Works Department for additional instructions.**
5. The Contractor shall certify to the Engineering Department and Public Works Department that he has the necessary experience, equipment, manpower, etc. to complete the entire project including excavation, construction and regrading of the lots. All trenches shall be compacted by a mechanical tamper to 95% compaction.
6. All work is to be done during the normal working hours of the Town of Stoughton and is to be inspected by the appropriate Town Department **prior to any portion of the work being backfilled.** All unsuitable material, including blacktop and boulders, shall be removed. All trenches shall be backfilled per the Town of Stoughton's Land Subdivision Regulations as applicable (and/or see C.D.F. requirements above) except that clean bank run gravel meeting Mass DOT specification M1.03.0 Type c (2" largest dimension) may be substituted in the top fifteen (15) inches of the trench. No trench excavation shall take place on Fridays or on a day before a Town recognized holiday unless a temporary bituminous concrete patch can be installed by the end of the work day.
7. No contractor except those on the LICENSED LIST shall be eligible to do this work. **THIS INCLUDES ANY SUB-CONTRACTORS.**
8. If there is a violation of these requirements, the first violation will mean suspension to do work for 30 days; the second violation will be a suspension for one year from the date of violation (NOTE: Suspension shall be during the period of the year when work can be performed, not during mid-winter).
9. All materials and installation practices used in conjunction with this work shall be approved and can be modified at any time by the Engineering Department to meet individual job requirements.

10. The Town of Stoughton will not be liable for any work inspected by the Town. The inspector must see 100% of the utility installed including the connection to the existing utility **BEFORE** any backfilling is started. The contractor must request an inspection by the appropriate Town Department 24 hours in advance.
11. All sewer connections shall be provided with exterior clean-outs with minimum of 6" diameter and located approximately 10 feet from the foundation.
12. Any agreement concerning manner of payment shall be between the property owner and the contractor.
13. At locations where sewer service connections have been installed by the Town from the sewer main to the edge of the road, a street opening permit is still required. However, the deposit shall be waived. The Board of Selectmen will determine a unit price for sewer connection stubs. The property owners will be billed by the Town for this portion of their sewer connection. The Contractors shall inform the homeowners that the Town bill for the sewer stub will be issued when the stub is put into use and that it is **IN ADDITION** to the connection bill they will submit for their work.
14. Prior to the start of any excavation in a public way, the Contractor shall make provision to provide adequate traffic control by contacting the Police Department to determine if an officer will be required. No road is to be closed to traffic unless permission for a detour has been obtained from the Chief of Police Department.
15. The Fire Department is to be notified of all excavations that may affect their emergency operations.
16. It is the contractor's responsibility to plan ahead appropriately to be able to adhere to this policy and other applicable Town Bylaws, Regulations and Policies.
17. If any requirement of this application is held to be invalid, the validity of all other requirements shall not be affected thereby.

Violation of the Town or State regulations concerning excavations within public ways or performance of any work without an approved permit will be sufficient cause to suspend or revoke this license. I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE AND ALL APPLICABLE REGULATIONS.

By: \_\_\_\_\_

Date: \_\_\_\_\_ For: \_\_\_\_\_  
(Firm)

\_\_\_\_\_ (Address)

Telephone: \_\_\_\_\_

**(SCHEDULE A)**  
**2025 STREET OPENING FEES AND DEPOSITS**

**FEES**

**1. Administrative and Inspection Fee each permit - \$50.00**

**REFUNDABLE DEPOSITS**

The following deposits will be cash or certified check only. Deposits will be returned when work has been completed to the satisfaction of the Superintendent of Public Works or his authorized representative.

1. Open to the center of a street.....\$ 300.00
2. Open across the street..... 600.00
3. Open to center of a State Highway..... 1,500.00
4. Open across a State Highway..... 2,000.00
5. Curb cut for private drive..... 200.00
6. Curb cut for a subdivision street..... 500.00
7. Infrared trench..... 700.00

A separate bank check or cash for infrared trench repair where required by the Superintendent of Public Works. Trench to be patched for one (1) year after permit is issued. Infrared to be completed between the first and second year or money forfeited to the Public Works Dept. for infrareding by the Town unless otherwise specified by the Superintendent of Public Works. Refunds will be given only if work is completed to the satisfaction of the Superintendent of Public Works or his authorized representative.

8. Special circumstances or conditions at a particular location:  
Deposit to be determined by the Superintendent of Public Works or his authorized representative.....
9. OTHER: Deposit to be determined by the Superintendent of Public Works.....

**(SCHEDULE B)**

### **Work allowed by this permit**

The following work items are approved by this permit:

Any additional work items not listed above will require additional, separate permit.

## **TAX CERTIFICATION ATTESTATION**

Pursuant to M.G.L. Chapter 62C, sec. 49, I certify under the penalties of perjury that I, to my best knowledge and belief have filed all state tax returns and paid all state and local taxes required under law.

\_\_\_\_\_S.S. # or Federal I.D. #\_\_\_\_\_

\_\_\_\_\_  
Signature of Individual or Corporate Name

By:\_\_\_\_\_  
Corporate Officer  
(If applicable)

The above applicant does hereby apply for a license as a Licensed Contractor in the Town of Stoughton, Massachusetts, said license to expire December 31, 2025.

**REFERENCES: (FOR NEW APPLICATIONS ONLY. DOES NOT APPLY TO  
RENEWALS) TWO LETTERS OF REFERENCE MUST BE  
SUBMITTED WITH APPLICATION.**

**ALL APPLICANTS MUST SUBMIT A LIST OF EQUIPMENT TO BE USED TO  
PERFORM ANY WORK UNDER THIS LICENSE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **REVIEW BOARD**

APPROVED:\_\_\_\_\_ DATE:\_\_\_\_\_  
Superintendent of Public Works

\_\_\_\_\_ DATE:\_\_\_\_\_  
Town Engineer