



TOWN OF NORTHBRIDGE
BOARD OF HEALTH
Aldrich School Town Hall Annex - 14 Hill Street
Whitinsville, MA 01588
Phone (508) 234-3272 Fax# (508) 234-0821

PERMIT# _____

Location: _____

Malley Engineering (508) 414-8493

SEPTIC SYSTEM INSTALLATION INSPECTION PROCEDURE POLICY

Prior to any construction on the septic system, the installer must sign the Disposal Works Construction Permit and receive a copy of the stamped and signed approved plan.

All septic installation inspection fees must be paid at this time.

The following procedures are required for septic system inspections:

1. Disposal Works Construction Permit:

- a. No inspections will be performed until a Disposal Works Construction Permit to install has been issued after application for such at the Northbridge Board of Health office.
- b. All fees and proof of insurance (if not already on file) must be submitted at that time.
- c. If an alternative system is being used, the installer must supply a copy of the certificate stating that he/she is certified to perform the installation of said alternative system.
- d. The Board of Health may close the installation season at any time due to freezing temperatures and frost. It is the Installers responsibility to check with the Board of Health for the closing date prior to beginning installation.

2. Inspection Frequency:

ALL inspections are to be performed by both the Design Engineer & the Board of Health. Installers MUST work from a stamped "Approved" Plan by Malley Engineering Co., Inc.

ONLY THE LICENSED INSTALLER MAY CALL FOR INSPECTONS

- a. Excavation Inspection (bottom)
- b. Component Inspection (tanks, d-box, pipe, stone, etc.)
- c. Final Grading
- d. Stabilization (hay, mulch, environmental matting)
- e. Any need for re-inspection will require an additional fee (\$75.00 per)

3. Requests for Inspection:

- a. All requests for inspections are to be made after the Installer has secured a Disposal Works Construction Permit through the BOH office.

ALL REQUESTS FOR INSPECTIONS ARE TO BE MADE BY CALLING MALLEY ENGINEERING @ 508-414-8493.

YOU MUST SUPPLY THE PERMIT NUMBER OF THE APPROVED PLAN WHEN CALLING FOR AN INSPECTION.

- b. All inspection requests require a 48-hour notice. However it is usually performed within 24 hours. Please plan ahead.
- c. In the case of inclement weather the following will apply:

Inspections will not be performed until the rain/snow has stopped and the leachfield area has dried. For excavation inspections the installer shall re-scarify the bottom area and call for re-inspection. The installer should take care in working around the leachfield area until the area has dried out and is stable/firm enough to work on.
- d. Upon inspection you will be notified by Malley Engineering with the results of the inspection. It is important that you give up to date contact information to the Board of Health and Malley Engineering.
- e. Any installer who proceeds with installation of the system at any stage without notice from Malley Engineering (along with approval from the design engineer) risks re-installing that portion of the project along with possible license revocation.

4. Certificate of Compliance:

- a. The permitted installer is required to submit the Installer As-Built Certification Form to the Board of Health along with copies of the sand & stone slips used in the installation of the system.
- b. The company providing the sand fill is required to fill out page 3 of the Installers As-Built Certification Form and provide a copy of the sieve test analysis from that pit that is not more than 2 months old prior to the date of installation. This information must be attached to the Installers As-Built Certification Form.
- c. The permitted installer is required to sign the Certificate of Compliance (COC), cover page in the Board of Health office in the presence of the Board of Health Administrator.

The installer must sign the same COC page along with the design engineer and the Board of Health. Separate copies of the COC (installers on one and design engineer on another) will not be allowed. The Board of Health will sign last after review of all submitted data.

- d. If a pump system is being used, the model and model number of the pump along with a copy of the electrical permit is required with the COC.

The permitted installer shall not be allowed to make any changes to the system design without direction and approval of the Design Engineer AND the Board of Health Agent.

All requested changes must be submitted IN WRITING by the Design Engineer to the Board of Health office for review and consideration.

****NO EXCEPTIONS****