



TOWN OF SAUGUS

A GUIDE TO INSPECTIONAL SERVICES

- BUILDING
 - CANINE
 - ELECTRICAL
 - GAS
 - HEALTH
 - PLUMBING
 - WEIGHTS & MEASURES

Note: This guide is officially obsolete. It is provided for informational purposes only.



TOWN OF SAUGUS
INSPECTIONAL SERVICES DEPARTMENT
TOWN HALL
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

*Telephone (781) 231-4115
(781) 231-4116*

This guide was formed to explain and simplify the process of obtaining a permit from the Inspectional Services Office. Included in this guide are sample permit applications for your review.

The purpose of inspectors and inspections is to ensure all work is properly installed, and to protect the safety of the public. An important element behind the success of any code, bylaw, or regulation is the establishment of a workable relationship between the Inspectional Services Department and the community groups we serve, such groups would include homeowners, developers, planners, and designers plus construction industry representatives.

This relationship serves as a means of not only enforcing the many codes but also enables the Inspectional Services Department to remain responsive to the community's need for the various inspections that are required on a regular basis.

This guide was prepared to provide a better understanding of the permitting process.

It is our sincere hope that you take advantage of this booklet to guide you through the permitting process.



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BUILDING

When permit is required: It shall be unlawful to construct, reconstruct, alter, repair, remove, or demolish a structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by the State Building Code without first filing a written application with the building official and obtaining the required permit there for.

If the applicant is refused issuance of a building permit because of dimensional requirements, he can appeal that decision of the building official to the Board of Appeals.

If a permit is denied for structural reason, he can apply to the Board of Building Regulations and Standards.

Inspections are performed by the building inspector, who checks each major phase of construction and makes certain that the work conforms to the building code, the building permit and the approved building plans.

Normally a time frame of from twenty-four (24) to forty-eight (48) hours advance notice is required for an inspection and the inspector must be able to see part of the construction. Should an inspector find that some or any part of the work does not conform to the approved plans, the inspector will advise what should be done to remedy the situation. Another inspection may be necessary before the work can be resumed. If the work continues without resolving the problem, applicants can be subject to legal action.

Applicants are also required to post their building permit in a window or other prominent place on the site, keep a copy of the building plan at the site, and bring any proposed changes to the attention of the inspector as soon as possible. These changes will require review and approval in the same manner as the original building permit prior to performing the work.

Facts about Demolition:

Before any building is demolished, either in part or in whole, the applicant is required by the building code to apply for a demolition permit from the building inspector.

The process for obtaining one is similar to that for a building permit.

New Construction:

A. Submit seven (7) copies of a proposed plot plan, completed foundation and building applications, sewer/septic permit, and two (2) complete building plans stamped by the Fire Dept. for smoke alarm detectors for residential and three (3) complete plans for commercial.

B. Proposed plot plans to be date stamped by this office and circulated to various departments for their review.

C. After two (2) weeks waiting period, foundation permit is given if all departments have

approved plans. After tar and insulation are applied to the foundation, an inspection is required before backfilling.

D. At this point, a certified plot plan and survey record form is required for the issuance of a building permit showing exact location of foundation, sewer, water, gas, and any other utilities. One set of building plans are kept by this office for a permanent record and the other set is stamped approved approved by the building inspector and returned to the owner.

Additions and Accessory Structures (sheds, pools, etc.):

A. Submit a plot plan drawn by a surveyor showing the location of the addition or accessory structure.

B. Submit two (2) sets of construction drawings after review by the building inspector and conservation commission, a building permit is then issued.

Special Permit:

Preexisting nonconforming structures or uses may be extended or altered by a special permit from the Board of Appeals.

Variances:

A variance may be required from the Board of Appeals if the structure does not meet the dimensional and density requirements of the zoning bylaws.

Roofing, Siding, & Wood Stoves:

A. Fill out application and receive building permit.

B. After installation of wood stove is complete, but before use, the Fire Department must inspect and approve the wood stove. The building inspector will then approve use.

Signs:

Permits are required for new signs or renovations to an existing sign. The zoning bylaws of the Town of Saugus contains the sign bylaw.

A. Submit a building application, a photo, and a drawing of the proposed sign or renovations to an existing sign. A plot plan is required if the sign is to be free standing.

Demolition:

A. Submit a building application and pictures of the structure to be demolished. All demolition applications must be approved by the Historical Commission. All State laws must be followed.

**TOWN OF SAUGUS
APPLICATION FOR PERMIT TO BUILD OR ALTER**

THIS APPLICATION MUST BE PRINTED

Permit No. _____
FEE \$ _____
Date Filed _____
Date Issued _____

Owner's Name _____ Address _____
City/Town _____ Phone _____

Architect's/Engineer's Name _____ Address _____
City/Town _____ Phone _____

Builder's Name _____ Address _____
City/Town _____ Phone _____

Licenses: Improvement # _____ Construction Superv. # _____

Location of performed work _____

Map _____ Block _____ Lot _____ Zoning _____ Lot _____ Plan _____

Purpose of Building Permit _____ Height _____

How near lot lines: Right _____ Left _____ Rear _____ Street _____

Size of new construction _____ Method of heating _____ fuel _____

Estimated cost of completed work \$ _____

Is building in Flood Plain? _____ Wetlands? _____

RESIDENCES

No. of families _____ No. of stories _____ Height _____

Garage under _____ Attached _____ Modular _____ Stick built _____

Water/Sewer permit _____

PUBLIC, COMMERCIAL, AND INDUSTRIAL BUILDINGS

Structural system, describe _____

_____ Height _____

Live floor load _____ lbs. sq. ft. Combined roof load _____ lbs. sq. ft.

Foundations _____ min depth. Bearing capacity of soil _____ Actual load _____

_____ sq. ft. Floor area _____ sq. ft. Sprinkler System? _____

Truss floor/roof? _____ Exterior & Fire Walls, thickness: 1st

floor _____ 2nd floor _____ 3rd floor _____

ROOFING, SIDING, & POOLS

Roofing: No. of layers _____ Material to be applied _____

Siding: Present siding: wood? _____ vinyl? _____ asbestos? _____

Pools: In-ground _____ Above ground _____ Gunite _____ Vinyl _____

Cement _____ Type & height of fencing _____

CONT

SIGNS & DEMOLITION

Signs: Wall _____ Free-standing _____ Existing _____
Demolition: Bonded? _____ Name of Company _____
 Class of Construction _____ Police Detail _____

NO WORK TO BE STARTED UNTIL PERMIT CARD IS IN YOUR POSSESSION AND IS DISPLAYED.

NOTE: Plot plan, to scale, indicating location of buildings and their dimensions and also showing front, side, and rear yard dimensions shall accompany this application.

Applicant agrees to give the Building Inspector 24 hours notice prior to insulating. The applicant signifies that he is aware of and will comply with all requirements of the law.

 Signature of Applicant

FOR OFFICE USE ONLY

BUILDING INSPECTOR	DATE	DEPARTMENTS	DATE	BOARD OF APPEALS	DATE
Excavation		Law		Hearing	
Foundation		Selectmen		Findings	
Rough Inspection		Conservation		Recorded at Registry	
Cert. Plot Plan		DPW			
Cert. of Occup.		Town Engineer			
		Fire			
		Planning Board			
		Health			
		Historical			



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HEALTH

As authorized by Massachusetts General Laws, the Board of Health, which consists of five members, adopts health policies, enforces all laws and regulations and sets fees.

Boards of Health appoint a Health Agent to act for them in cases of emergencies or if they cannot conveniently assemble, and any such Agent shall have all the authority that the Board appointing him has. An Agent appointed to make sanitary inspections may make complaint of violations of any law, ordinance or by-law relative to the public health, Boards of Health may make reasonable health regulations.

The Board of Health's main obligation is to protect the health interests of the citizens within the jurisdiction they serve, the list of regulations and by-laws the Board of Health enforces has grown at a rapid pace as we learn of the health effects our daily environment can have on us. Today's public health officials must be educated in the scientific and technical data they receive on a daily basis.

Included in this booklet is a list of the majority of permits the Board of Health distributes and their associated costs. Also, for your use are some of the more common permit applications the Board of Health requires to be filled out.

The Board of Health is dedicated to protect and educate the public on all environmental and health issues. They are increasing the public awareness through seminars and clinics that are scheduled on a regular basis.

Please use these forms as your guide and call the Inspectional Services Office if you have any questions.

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OR CITY OF _____

Application for Permit to Operate a Food Establishment

Date _____

Name of Establishment _____

Business Address _____

Mailing Address (if different) _____

Name & Title of Applicant _____

Address of Applicant _____

Name of Owner (if different from applicant) _____

If corporation or partnership, give name, title, & home address of officers or partners.

Name

Title

Home Address

State of Incorporation _____ Name & Address of Local Agent _____

Emergency Response Person: Name _____ Home Phone _____

<u>Type of Establishment</u>	<u>Fee</u>	<u>Duration of Permit</u>	<u>Amount To Be Paid</u>
Retail Food <input type="checkbox"/>	_____	Annual <input type="checkbox"/>	_____
Milk <input type="checkbox"/>	_____		_____
Food Service <input type="checkbox"/>	_____		_____
Ice Cream <input type="checkbox"/>	_____		_____
Caterer <input type="checkbox"/>	_____	Temporary <input type="checkbox"/>	_____
Frozen Dessert <input type="checkbox"/>	_____		_____
Mobile Food* <input type="checkbox"/>	_____		_____
Bakery <input type="checkbox"/>	_____		_____
Residential <input type="checkbox"/>	_____	Seasonal <input type="checkbox"/>	_____

TOTAL: _____

Dates of Operation if not Annual: _____

PAYMENT IS DUE WITH APPLICATION

* Applications for mobile food units or pushcarts must include a list of the handwash and toilet facilities available on each route. Attach separate sheet.

Additional Information

Water Source _____ Sewage Disposal _____

Days & Hours of Operation _____

If Restaurant:

Number of Seats _____ Number of Non-Smoking Seats _____

Person Trained in Anti-Choking Procedures (if 25 seats or more). Yes _____ No _____

Signature of Applicant

Pursuant to M.G.L. Ch. 62C, sec. 49A, 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 taxes required under law.

Social Security Number or Federal Identification Number

Signature of Individual or Corporate Name

by _____
Corporate Officer (if applicable)

FOR BOARD OF HEALTH USE ONLY

Date Received

Date Inspected

Approved By

Permit # Issued

The Commonwealth of Massachusetts

_____ of _____

REGISTRATION FOR CATERING

In accordance with the provisions of Chapter 94, Section 305A and Chapter III, Section 5 of the General Laws.

Name of Firm

Business Address

Location of Building where Meal will be served:

Date: _____ Time: _____

Estimated Number of Meals to be Served _____

Proposed Menu _____

BOARD OF HEALTH
TOWN HALL
SAUGUS, MA 01906

GENTLEMEN:

Application is hereby made for a license to keep within the Town of Saugus, under Article 10, Section 1, of the Rules and Regulations of the Board of Health of the Town of Saugus, the following animals:

(List animals and number of each kind.)

THE ANIMALS ARE KEPT ON THE PROPERTY AT _____
NO. STREET

PLAN AND LOT NUMBER _____

THE ACCOMODATIONS FOR SAID ANIMALS ON THE PROPERTY WILL BE AS FOLLOWS:

(List type and approx. size of housing accomodations.)

I UNDERSTAND THAT IT MAY BE NECESSARY FOR ME TO APPEAR BEFORE THE BOARD OF HEALTH OF THE TOWN OF SAUGUS IF NOTIFIED TO DO SO BEFORE SAID LICENSE WILL BE GRANTED.

Name of Applicant

Address

Report of Board of Health,
Health Agent or Sanitarian
(for Office use only)

PLEASE FILE WITH THE BOARD OF HEALTH TOGETHER WITH LICENSE FEE OF \$25.00, \$5.00 per horse, and \$1.00 per any other animal.



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PLUMBING & GAS

WHAT IS PLUMBING -

Plumbing - Includes the work and/or practice materials and fixtures used in the installation, removal, maintenance, extension and alteration of a plumbing system of all piping, fixtures, fixed appliances and appurtenances in connection with any of the following: Sanitary drainage, storm drainage facilities, special wastes, the venting system and the public or private water supply systems, within or adjacent to any building, structure or conveyance to their connection with any point of public disposal or other acceptable terminal within the property line.

Plumbing System - The plumbing system includes the water supply and distribution pipes, plumbing fixtures and traps, soil, waste and vent pipes, building sanitary and storm drains, including their respective connections, devices and appurtenances to their connection with any point of public disposal or other acceptable terminal within the property line.

Plumber - 1. Journeyman - licensed person by the State Board of Examiners, who can engage in the installation of said plumbing and works by himself.
2. Master - same as a journeyman, who has a place of business and who by himself, journeyman or apprentice in his employ performs plumbing work.

Inspector - Is the inspector of plumbing authorized by Chapter 142 of the General Laws to administer and enforce the provisions of the plumbing code as adopted or amended by the Board of State Examiners of Plumbers.

Public - Any plumbing work must be done by a licensed plumber, who in turn must file a permit to do such work as stated above at the Town Hall or City Hall wherever r issuance of permits are given. Public or private citizens cannot do their own plumbing unless licensed.

All above plumbing requirements are also needed for any type of gas work a licensed plumber can do gas piping etc. but not unless licensed.

A gas or plumbing permit taken out by a duly licensed person must activate such a job within thirty-six (36) hours subject to taking out such permit.

BELOW FOR OFFICE USE ONLY

FINAL INSPECTIONS SKETCHES

PROGRESS INSPECTIONS

FEE _____

NO. _____

APPLICATION FOR PERMIT TO DO PLUMBING

NAME & TYPE OF BUILDING

LOCATION & TYPE OF BUILDING

PLUMBER

PERMIT GRANTED

DATE _____ 19 _____

PLUMBING INSPECTOR

BELOW FOR OFFICE USE ONLY

FINAL INSPECTIONS SKETCHES

FEE _____

PROGRESS INSPECTIONS

NO. _____

APPLICATION FOR PERMIT TO DO GASFITTING

NAME & TYPE OF BUILDING

LOCATION & TYPE OF BUILDING

PLUMBER OR GASFITTER

LIC. NO. _____

PERMIT GRANTED

DATE _____ 19 _____

GAS INSPECTOR



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ELECTRICAL

Why an Electrical Permit -

All installations, repairs and maintenance of electrical wiring and electrical fixtures used for light, heat and power in buildings and structures subject to Mass State Electrical Code, and will require an electrical permit from the Town of Saugus.

The purpose of this code is the practical safeguarding of persons and property from hazards arising from the use of electricity. Upon taking an electrical permit, the local inspector will insure the installation is properly installed.

How to Obtain an Electrical Permit

- Step 1. Obtain an electrical application at the Inspectional Services Office.
- Step 2. A Mass licensed electrician will fill out the application form with the complete scope of work to be done, the name and address of the owner, location of the property, the electrician's name, address, phone number, license number and submit a current copy of their liability insurance.
- Step 3. Pay the applicable permit fee.
- Step 4. The electrician will contact the electrical inspector to schedule the inspection of the property for rough wiring (if needed) and a final.



The Commonwealth of Massachusetts
Department of Public Safety

BOARD OF FIRE PREVENTION REGULATIONS 527 CMR 12:00

Office Use Only	
Permit No. _____	
Occupancy & fee Checked _____	
3/90	(leave blank)

APPLICATION FOR PERMIT TO PERFORM ELECTRICAL WORK

All work to be performed in accordance with the Massachusetts Electrical Code, 527 CMR 12:00
 (PLEASE PRINT IN INK OR TYPE ALL INFORMATION) Date ____/____/____

TOWN OF SAUGUS

The undersigned applies for a permit to perform the electrical work described below. To the Inspector of Wires:

Location (Street & Number) _____ Phone _____
 Tel. No. _____

Owner or Tenant _____

Owner's Address _____

Is this permit in conjunction with a building permit: Yes No (Check Appropriate Box)

Purpose of Building _____ Utility Authorization NO. _____

Existing Service _____ Amps _____/_____ Volts Overhead Undgrd No. of Meters _____

New Service _____ Amps _____/_____ Volts Overhead Undgrd No. of Meters _____

Number of Feeders and Ampacity _____

Location and Nature of Proposed Electrical Work _____

No. of Lighting Outlets	No. of Hot Tubs	No. of Transformers	Total KVA
No. of Lighting Fixtures	Swimming Pool Above grnd. <input type="checkbox"/> In-grnd. <input type="checkbox"/>	Generators	KVA
No. of Receptacle Outlets	No. of Oil Burners	No. of Emergency Lighting Battery Units	
No. of Switch Outlets	No. of Gas Burners	FIRE ALARMS	No. of Zones
No. of Ranges	No. of Air Cond. Total tons	No. of Detection and Initiating Devices	
No. of Disposals	No. of Heat Pumps Total tons	No. of Sounding Devices	
No. of Dishwashers	Space/Area Heating KW	No. of Self Contained Detection/Sounding Devices	
No. of Dryers	Heating Devices KW	Local <input type="checkbox"/> Municipal <input type="checkbox"/> Other Connection <input type="checkbox"/>	
No. of Water Heaters KW	No. of Signs	No. of Ballasts	Low Voltage Wiring
No. of Hydro Massage Tubs	No. of Motors	Total HP	

OTHER: _____

INSURANCE COVERAGE: Pursuant to the requirements of Massachusetts General Laws I have a current liability Insurance Policy including

→ Completed Operations Coverage or its substantial equivalent. YES NO I have submitted valid proof of same to this office. YES NO

If you have checked YES, please indicate the type of coverage by checking the appropriate box.

INSURANCE BOND OTHER (Please Specify) _____

Estimated Value of Electrical Work \$ _____ (Expiration Date)

Work to Start _____ Inspection Date Required: _____ Rough: WILL CALL Final: WILL CALL

Signed under the penalties of perjury:

FIRM NAME _____ LIC. NO. _____

Licensee _____ Signature _____ LIC. NO. _____

Address _____ Bus. Tel. No. _____

Alt. Tel. No. _____

→ OWNER'S INSURANCE WAIVER: I am aware that the Licensee does not have the insurance coverage or its substantial equivalent as required by Massachusetts General Laws, and that my signature on this permit application waives this requirement. Owner Agent (Please check one)

 Telephone No. _____ PERMIT FEE \$ _____

(Signature of Owner or Agent)



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CANINE DEPARTMENT

Some of the functions of the K-9 Department are to investigate all types of animal complaints or to refer residents to the proper authorities.

We have an excellent adoption program, and only have dogs "euthanized" by local veterinarians if they are vicious or seriously ill. The fees to adopt are \$3.00 plus a \$20.00 sterilization deposit to have the animal spayed or neutered in a sixty (60) day period or if a young puppy then a six (6) month period. This is all handled under State law. Our adoption fees are low, because the adoptee must privately get proper shots for the animals.

The Town Clerk handles licensing fees, which are explained on the license application. Licenses are to be renewed by April 1st of every year.

All kennels, pet stores of any type, carnivals with live animals are inspected by the Animal Inspector of the K-9 Department.

"Exotic illegal animals" or serious wildlife problems are turned over to the State Environmental Police, who works with the K-9 Department to solve some of these problems. We also direct people with exotic pets to get the proper permits.

All citation money is usually collected at the Town Hall by the Parking Clerk, our citation fines are \$25.00 for each offense. Criminal complaint fees are handled at the Lynn District Court, then turned over to the Treasurer and put in the general fund. All rents collected at Saugus K-9 are also turned over to the general fund.

Saugus K-9 Officers handle criminal and noncriminal complaints. We pick-up or remove all dead animals from the street of Saugus. Normally, we do not remove them from private property, but there are some exceptions. We do not remove from shopping centers, private businesses or trailer parks. As of February 1991, due to Town Counsel's legal opinion, we no longer handle sick or injured wildlife on private property.

The K-9 Department has public hearings for animal complaints, such as restraining orders, removal or euthanasia. All stray dogs are picked-up by the K-9 Department. Administration fees are \$20.00 and \$3.00 per day board. If the animal is not claimed within ten (10) days, then it may be put up for adoption. The adoption program has saved the Town money, plus it is a wonderful success and has given our shelter a good reputation.

IF A DOG IS PERMANENTLY REMOVED TO ANOTHER TOWN A TRANSFER LICENSE MUST BE SECURED IN SUCH TOWN. EVERY DOG THREE MONTHS OLD OR OVER MUST BE LICENSED AND TAGGED.

Town of Saugus Office of the Town Clerk Commonwealth of Massachusetts COUNTY OF ESSEX

"THE OWNER OR KEEPER OF A LICENSED DOG SHALL CAUSE IT TO WEAR AROUND ITS NECK OR BODY A COLLAR OR HARNESS... TO WHICH SHALL BE SECURELY ATTACHED TO TAG..."

In accordance with the provisions of Sec. 1 & 2 of Chapter 596 of the General Laws, License is hereby issued to the person named below to keep the dog herein described for one year from the first day of April, 1998. Said dog is numbered and registered as required by said Laws, for which the required payment has been paid.

THIS LICENSE EXPIRES MARCH 31, 1999

Jean P. Banks
Clerk of the Town of Saugus

This License is for a:

- MALE (Neutered) \$6.00
- MALE (Un-Neutered) \$10.00
- FEMALE (Spayed) \$6.00
- FEMALE (Un-Spayed) \$10.00
- KENNEL - \$20.00 - \$40.00
\$50.00



This License is granted subject to the conditions that the dog herein described shall be controlled and restrained from killing, chasing, or harrassing live stock or fowls.

Date..... 1998 #.....

Address.....

Issued to.....

Name of Dog.....

Breed

Color..... Age.....

Telephone.....

S.S. #..... D.O.B.....

**FOR YOUR PROTECTION,
INNOCULATE AGAINST RABIES.**

The town of Saugus has adopted By-Laws calling for a 24-hour Leash Law.



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WEIGHTS & MEASURES

The Sealer of Weights and Measures verifies that scales and measuring devices are giving proper readings. The following items are required to be inspected by the Sealer of Weights and Measures:

Scales and Balances

over 10,000 lbs.
100 to 1000 lbs.
+10 to 100 lbs.
10 lbs. or less

Weights

Avoirdupois
Metric
Apothecary

Liquid Measuring Devices

Gasoline & Diesel
Oil & Grease
Kerosene

Linear Measures

Yard Sticks

Automatic Measuring Devices

Taxi-meter
Fabric Measuring
Wire Cordage
Reverse Vending Machine

Fuel Oil Delivery

Hawks and Peddlers

In addition, the Sealer of Weights checks the reweighing of prepackaged commodities, checks for correct unit pricing and most importantly, responds to all consumer complaints. These complaints can range from the short measure of produce to the short measure of gasoline and home heating fuel.



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ACCEPTABLE FILL REGULATIONS

The definition of clean acceptable fill is:

Earthen, Permeable Material;

Exclusive of:

Peat, clay, tight till, hard pan, metals, boulders larger than twelve (12) inches in diameter, potential leachable hazardous materials, (petroleum or petroleum by-products), or construction debris. All materials must be compactable to 65% of original profile.

Enclosed for your use is a copy of the Fill Regulations and application for the permit to place fill.



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UNDER AUTHORITY OF COMMONWEALTH OF MASSACHUSETTS
MGL, CHAPTER III, SECTION 31
BOARD OF HEALTH OF SAUGUS PROMULGATES THE
FOLLOWING REGULATIONS:

FILL REGULATIONS

1. No person or owner of real property, excluding the Town Department of Public Works when performing its normal and routine functions but contingent on Board of Health approval, shall place, cause to be placed, permit to be placed upon any promises with the Town, topsoil, borrow rock, loam, peat, humus, clay, sand, gravel, earth or other fill in excess of ten (10) cubic yards during any twelve (12) month period without obtaining a permit from the Board of Health. The fee for such a permit is \$50.00.
2. The applications for such permits shall describe the origin, type, quantity and location of disposition of fill. At any time before, during or after fill operations a chemical analysis or other appropriate test acceptable to the Board of Health and at the expense of the applicant may be required.
3. The permit shall be valid for a period of one (1) year subject to review of conditions including but not limited to grading of existing fill, as determined by the Board of Health.
4. A copy of the permit shall be displayed in a conspicuous location at the site of the filling.
5. All fill operations including but not limited to transportation dumping and grading shall be carried out in an orderly manner, during a reasonable time, and measures shall be taken to maintain safe conditions. All trucks shall be covered and so constructed to prevent any spillage of contents.
6. No fill, as governed by these regulations, shall consist of deleterious material including, but not limited to any waste material from sanitary landfills, hazardous waste landfills, dumps or from industries generating hazardous wastes, including areas within the distance from such sites as determined by the Board of Health.

Notwithstanding quantity or license, all fill containing putrescible or non-putrescible solid waste materials, consisting of all combustible and noncombustible solid wastes including garbage, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, grass clippings, tin cans, metal, mineral matter, glass, crockery, dust, ashes, construction wastes, industrial wastes, commercial wastes agricultural wastes, abandoned vehicles, street sweepings, bulky wastes, the residue from the burning of wood, coal, coke or other combustible materials, tires, machinery, demolition wastes including: lumber, plaster, wire lath, pipe, asphalt, furniture and shingles, bituminous or petroleum products, or concrete

unless as specified in the following paragraph, shall be placed only in an approved sanitary landfill conforming to the requirements of the General Laws of the Commonwealth.

Fill material may contain the following if mixed with clean material and compacted in a manner that will not result in the formation of voids:

- a. non reinforced concrete slabs if they are broken into pieces with the maximum length of, any side being no more than twelve (12) inches and a maximum area of two (2) sq. feet.
- b. non reinforced concrete blocks, curbing or other configurations with the longest side dimensions no greater than one and one half (1^{1/2}) feet.
- c. bricks either in pieces or in cemented aggregations of three (3) cubic feet or less.

The Board of Health, upon its own initiative or upon application to it by any person, after due notice and public hearings may vary any provision of these regulations as it may deem necessary with respect to any particular case when in its opinion, the enforcement thereof would do manifest injustices or cause undue hardships, provided that the decision of the Board shall not conflict with the spirit of those regulations. The burden of proof of the manifest injustice or cause of hardship shall be the responsibility of the applicant.

Variations, when granted, shall be in writing and shall be effective for a period of time specified by the Board. A notice of grant of variance shall be filed in the office of the Town Clerk, and published in a local newspaper within ten (10) days after the variance is given.

Any person or owner of real property violating any of these regulations shall be subject to a fine of \$200.00 per day, as each day would constitute a separate violation.

Each of these regulations shall be construed as separate to the end, that if any regulation or sentence, clause, or phrase thereof shall be held invalid for any reason, the remainder of that regulation and all other regulations shall continue in full force.

Effective date: Immediately, as described.

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF SAUGUS

NO. _____

_____ 19_____

APPLICATION FOR PERMIT TO PLACE FILL

In accordance with the provisions of the Regulations promulgated under authority of Section 31 of Chapter 111 of the General laws of the Commonwealth of Massachusetts application for a permit to place fill is made by:

PRINT OR TYPE

NAME OF APPLICANT _____

BUSINESS ADDRESS _____

TELEPHONE NO. _____

SOUCE(S) OF FILL (LIST EACH IF MORE THAN ONE) _____

TYPE OF FILL (GRAVEL, SAND, LOAM, ETC.) _____

QUANTITY OF FILL _____

LOCATION OF DISPOSITION OF FILL _____

LENGTH OF TIME OF FILL OPERATION _____

ADDITIONAL INFORMATION IF REQUIRED _____

I, the undersigned have read, understand, and agree to abide by the Board of Health Regulations regarding the placing of fill.

Petitioner assumes full responsibility for the final grading of the fill and for it impact, including but not limited to any adverse effects on adjacent property.

Signature

Date



TOWN OF SAUGUS
INSPECTIONAL SERVICES DEPARTMENT
TOWN HALL
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone (781) 231-4115
(781) 231-4116

SEWER PERMITS

Permission must be given by the Town of Saugus before any building is allowed to tie-in to the Town's sewer system.

When a sewer line is to be extended on a street or way, a sewer extension permit must be obtained from the Board of Selectmen who sit as Sewer Commissioners.

To install a sewer line in the Town of Saugus, the installer must be licensed and registered as a Drain Layer in the Town of Saugus, license fees are renewed annually.

Examinations to obtain the Drain Layer's license are given in the Inspectional Services Office.



Number

TOWN OF SAUGUS BOARD OF HEALTH

APPLICATION FOR CONNECTION WITH SEWERAGE SYSTEM

To be filled out and returned. After being accepted, a copy will be returned to applicant.

The undersigned, being owner of the estate, hereby applies for the construction of a sewer service connection from the at No. Street, for the purpose of
dwellings, store, factory, stable, garage, etc.
draining Water Closet Sink Bath Tub Lavatory Bowl Set Tub Urinal
Garage Wash Stands and that the same may be connected with the
(Name of Street)
Street common sewer.

The undersigned agrees to strictly conform to the laws and ordinances relating to sewers, and to the rules and regulations that are now in force or may be adopted in relation thereto, and also to the plumbing laws and ordinances as far as they relate thereto.

And the undersigned further agrees for himself, his heirs, devisees and assigns, that the Sewer Commissioners or their agents shall have access at all reasonable hours, to the said premises, to see that all the laws, ordinances, rules and regulations relating to the sewer are complied with.

Date of Application Signature

Permit Approved: Address

Date

By
Agent for Board of Health

By
Owner's Agent
Owner's Attorney

RULES AND REGULATIONS FOR THE INSTALLATION AND USE OF SEWER SERVICE CONNECTIONS

Definition

Section 1. The term "sewer service connection" wherever used in these rules and regulations shall mean the extension of the house drain from the end of the cast iron house drain outside the foundation wall to its junction with the common sewer, or with a private sewer serving the purpose of a common sewer. The term "sewer service connection" shall have the same meaning as the term "particular sewer" in Chapter 83 of the General Laws of Massachusetts. Whenever the term Board of Sewer Commissioners is used in these rules and regulations it shall mean such Board as has jurisdiction of the Sewer System.

Ownership

Section 2. Sewer service connections from the common sewer to the street line, but never nearer to the connected building than the end of the cast iron house drain, shall be paid for and owned by the Town. Sewer service connections from the street line across private property to the end of the cast iron house drain shall be paid for and owned by the owner of the land.

If the Town has not already built its part of the sewer service connection (namely, the sewer service connection from the common sewer to the street line, but never nearer to the connected building than the end of the cast iron house drain) the Town will build its part of the sewer service connection promptly after the building of the part of the sewer service connection which is to be paid for by the owner of the land.

Construction and Maintenance

Section 3. Sewer service connections that are owned by the Town shall be built, repaired and maintained only by the Town under the direction of Superintendent of Public Works.

Sewer service connections that are owned by the owner of the land shall be built, repaired and maintained only by such person, persons, or concerns as may from time to time be authorized by the Board of Health to do such work. Construction and maintenance of sewer service connections owned by the owner of the land shall be entirely at the expense of said owner.

In the case of sewer service connections owned by the owner of the land the trench must not be backfilled over the pipe until the sewer service connection has been inspected and approved by an agent of the Board of Health or Plumbing Inspector.

If the cast iron house drain owned by the owner of the land is extended within the limits of the street the Board of Health, after laying the sewer service connection, will allow the owner of the land a period of 48 hours to connect the house drain to the sewer service connection. After the expiration of said 48 hours the Board of Health will cause the trench excavated by the Town to be backfilled.

No service pipes for other utilities, such as water, gas and the like, whether town owned or privately owned shall be laid in the same trench with a sewer service connection, except by written approval of the Board of Health.

Application

Section 4. No sewer service connection shall be constructed from the street line to the end of the cast iron house drain nor shall a connection be made with the sewer system until the owner of the land or his duly authorized agent has made application in writing to Board of Health for a permit to build the same and has been granted said permit.

Applications for a permit for the construction of sewer connections shall be made upon blank forms provided by the Board of Health. The applications shall contain all data regarding the location and description of the building to be served and the number and character of fixtures to be connected.

Methods and Materials of Construction

Section 5. Sewer service connections shall be laid at such depth and gradient and in such location as the Board of Health may determine. No sewer service connection shall serve more than one building except by a vote of the Board of Health giving permission for the same.

Sewer service connections shall be constructed of first quality transit pipe or of coated extra heavy cast iron soil pipe as determined by the Board of Health. The pipe in either case shall conform with the current specifications of the American Society for Testing Materials.

Joints in transit pipe shall be made with a gasket supplied for same. The jointing compound shall be resistant to acids, alkalis, salt water, and brines. Joints in cast iron soil pipe shall be made with a gasket of dry hemp or jute and soft pig lead thoroughly caulked in place. The lead shall fill the joint to a depth of at least one and one-half inches. Joints between transit pipe and cast iron soil pipe shall be made with a gasket of dry hemp or jute and either the plastic jointing compound above mentioned or neat cement so placed as to completely fill and surround the joints.

The pipes shall be not less than four (4) inches in diameter but larger sizes may be required by the Board of Health. Pipes shall be laid with a minimum gradient of at least three-sixteenths inch per foot.

Pipes shall be laid accurately to straight lines and gradients except that junctions with common sewers shall be made at an angle of not more than 45°. If angles in the alignment of sewer service connections are unavoidable, the changes in direction or gradient shall be provided with special means for flushing and cleaning in accordance with the particular requirements of the Board of Health.

When completed the inside of a sewer service connection shall be left smooth and clean.

Provisions for Inspection

Section 6. The Board of Health may at any time require such chambers and other structures to be introduced along the line of any sewer service connection as they deem necessary for the proper inspection and maintenance of said connection.

The owner of the land shall pay for the cost of such chambers and other structures contemplated by this section as may be built on that part of the sewer service connection paid for by said owner.

Private Sowers or Drains

Section 7. Private sewers or drains and sewer service connections laid previous to the adoption of these rules and regulations shall not be connected with the Town sewerage system unless they are found after investigation by the Board of Health to be properly located, laid at suitable gradient, in good condition, with proper and suitable appurtenances, and in every way satisfactory to said Board.

Use of Sewer Service Connections

Section 8. Cesspools and vaults shall not be discharged into sewer service connections. No steam unless properly condensed, no water or other liquid at a temperature over 140° Fahrenheit, and no surface water, roof drainage sub-soil drainage, gasoline or other explosive or inflammable fluids or any substance that may tend to injure any part of the sewerage system, or interfere with the flow of sewage or the proper operation of the system shall be discharged into sewer service connections. Sewage or other wastes will not be permitted to enter any sewer service connection under pressure other than gravity without permission of the Board of Health.

The Board of Health may at any time require grease traps or other appliances to be installed as it deems necessary for the proper protection, maintenance and operation of the sewerage system. Every restaurant, boarding house, hotel or business of a similar nature that connects with the sewer system must provide a suitable grease trap.

All appliances required shall be in accordance with the plumbing ordinance of the local Board of Health.

Penalties

Section 9. Whoever violates any of the provisions of these rules and regulations may be punished by a fine not exceeding twenty dollars for each offense.

Changes in Rules and Regulations

Section 10. These rules and regulations may be rescinded or modified or added to by the Board of Sewer Commissioners or the Board of Health at any time, when in their opinion, such action is for the best interests of the Town.