

TOWN OF OTIS
BOARD OF SELECTMEN ♦ BOARD OF HEALTH
Town Hall, One North Main Road, P.O. Box 237
Otis, Massachusetts 01253-0237
(413) 269-0100 ♦ Facsimile (413) 269-0104

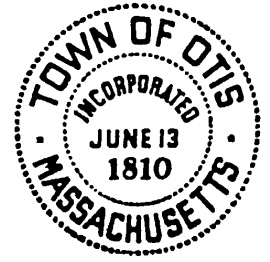


Policies and Procedures for Permits and Inspections

Title 5 Inspections

1. All Title 5 Inspectors wishing to conduct a formal Title 5 Inspection must first complete the "*Town of Otis Septic System Inspector Registration Form*". Forms can be found at http://www.townofotisma.com/Pages/OtisMA_BOH/Index or by contacting the Otis Board of Health at 413-269-0100, extension 104.
2. All Title 5 inspections must be completed in accordance with 310 CMR 15.00, State Environmental Code Title 5. All reports shall be submitted to the Board of Health within thirty (30) days of the completion of said inspection.
3. The Town of Otis will issue a date/timestamp upon receipt of the report to ensure it meets the submission requirements as per Title 5.
4. No alterations or repairs shall be made during a routine T-5 inspection without first obtaining necessary approval **and/or** permits for such changes. See the policy on how to obtain a Disposal Works Construction Permit.
5. The Otis Board of Health Licensed Sanitarians assess and review all Title 5 reports, regardless of their status.
6. For failure to comply with 310 CMR 15.00; and/or any other provisions that govern Title 5 inspections, the Otis Board of Health may take such administrative action as it deems necessary to achieve compliance and to protect the public health of the Town of Otis.
7. No person shall conduct a septic system inspection pursuant to 310 CMR 15.301 of the State Environmental Code Title V unless he or she is registered as a septic system inspector with the Town of Otis Board of Health.
8. The Town of Otis Board of Health shall maintain a registration list of approved septic system inspectors. The list shall be available for inspection or examination by any person.
9. The Town of Otis Board of Health may revoke or suspend the registration and/or listing of a septic system inspector if the Board of Health determines that the inspector has;

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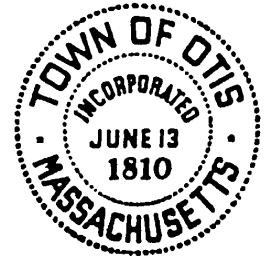


- a) Falsified an inspection report; and/or;
- b) Fraudulently altered a septic system inspection report; and/or;
- c) Misrepresented the results of an inspection; and/or;
- d) Failed to properly inspect a septic system as required in Section 310 CMR 15.302 of the State Environmental Code, Title V; and/or;
- e) Failed to meet the provisions contained within these Board of Health regulations.

Disposal Works Construction Permits

1. All septic system plan approvals will be issued to owners, Engineers, Building Inspector and Conservation Commission.
2. The Town of Otis requires that all contractors must be initially certified and trained through an approved training program prior to being granted any type of permit.
3. In order to be issued a permit, all applicants must complete the Town of Otis Disposal Works Construction Permit which must be completed and accompanied by the appropriate fees. For a copy of the application please visit http://www.townofotisma.com/Pages/OtisMA_BOH/Index.
4. In the case of an emergency request to repair an existing on-site septic system, the owner and their agent may contact the Otis Board of Health for a request to repair. No repairs shall be made unless authorized by the Otis Board of Health and their designated agent. Upon approval by the Otis Board of Health to make necessary emergency repairs, all permit applications including fees, must be submitted no later than 24 hours after the approved repair has been made.
5. Disposal works construction permit holders must have all work inspected by the Otis Board of Health or its designated agents. Permits issued for septic system upgrades, new construction and other cases, must also be inspected by the Designer of the System to conform to Title 5.

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6. Town of Otis Health Agents will inspect all work on upgrades and new construct permits. The Sanitation Inspector will conduct final inspection on basic repairs.

7. All contractors making repairs must certify in writing to the Otis Board of Health within five business days of making such repairs that they have completed the permitted repairs in accordance with 310 CMR 15.000 as well as submitting an as built diagram that accurately documents the actual location of the system components.

Disposal Works Installer Permitting and Training Requirements

1. Prior to conducting any septic system repairs, all contractors must obtain an Annual Disposal Works Installer's license from the Otis Board of Health.
2. Prior to approving an annual license to install, installers must complete the Town of Otis Board of Health application.
3. All contractors must be certified through a Board of Health approved septic installer training. The following guidelines for septic certification shall be followed:
 - a. Currently Certified Installers- If a contractor has been certified and trained through BCBOHA or another approved training, you must first verify that you have been in good standing for at least (5) years and no civil or criminal action has been taken against you and to complete your Installer's license application.
 - b. If an installer's application is approved, there will no further requirement to become re-certified annually but rather you must provide proof of at least 1 septic related training contact hours from the previous permitting year in order to be licensed. Proof of training must be submitted as part of your annual installer's license application.
 - c. New Contractors without initial certification- If a new contractor has not been certified, all the requirements above must be met. In addition, you will be required to apply and be accepted to the next available certification course. Until such certification is obtained, the installer must work under the direct supervision of a currently certified and licensed contractor.
 - d. Once a contractor is certified, compliance with the training contact hours as described in section (3a) must be completed annually.

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4. For a complete list of ongoing septic installer approvals and resources for trainings and contact hours, please visit <http://www.townofotisma.com>
5. All currently licensed septic installers can found on the town of Otis website.

Well Permits

1. All new wells, as well as any well to be decommissioned, require a Town of Otis Board of Health permit for construction.
2. All new well proposals must be accompanied by an approved site plan stamped by a Licensed Professional Engineer or Registered Sanitarian that shows well locations and verifies any setbacks to contamination within 200 feet of the proposed well, as well as the completed application and fee.
3. Once the proposal is reviewed and approved by the Licensed Sanitarian, the licensed well driller may obtain the permit to drill the well.
4. No well may be used for drinking water unless and until 1) the well is disinfected and; 2) a certified lab conducts a laboratory analysis of the well water and; 3) the results of the analysis are submitted to the Otis Board of Health and; 4) the Board of Health reviews the analysis and approves the use of the well for drinking water.
5. The licensed well driller must submit the site construction form to the Otis Board of Health as required by MA DEP regulations.