

# GSA PROCEDURES

*The Boston Water and Sewer Commission's General Service Application, under the authority of the Water Use and Sewer Use (sanitary, combined sewers and storm drains) Regulations, is required for all new construction, changes in the size or location of a water service pipe or re-construction of existing sewer storm drains in the City of Boston.*

*An approved site plan must be on file with the Commission's Engineering Customer Services Department prior to submitting a General Service Application. All site plans must be signed and stamped by a Professional Engineer and Land Surveyor registered in Massachusetts.*

## I. AUTHORITY

Under the authority of the Regulations Governing the Use of the Water Distribution Facilities (Water Use Regulations) and the Regulations Governing the Use of the Sanitary and Combined Sewers and Storm Drains of the Boston Water and Sewer Commission (Sewer Use Regulations), the Commission has established the following procedures for the submission and approval of a General Service Application.

## II. DEFINITIONS

**Applicant** shall mean any property owner or duly authorized owner's agent.

**As-built plans** shall mean the plans prepared by a Massachusetts Professional Engineer after construction, reconstruction or modification of water, sewer or drain lines submitted to the Commission by the applicant showing the actual location of said water, sewer and drain lines for a property associated with a General Service Application.

**Commission** shall mean the Boston Water and Sewer Commission.

**General Service Application** shall mean the form provided by the Commission and completed and submitted to the Commission by the applicant prior to construction, reconstruction, repair or modification of a water service pipe or fire pipe from a public water main; or a connection or an appurtenance to the Commission's sanitary sewers, combined sewers or storm drains.

**Indemnification Form** shall mean the form that requires the applicant to indemnify and hold harmless the Commission from any claims, losses damages, expenses or other liabilities that may arise in the course of the work performed pursuant to a General Service Application.

**Licensed Drain Layer** shall mean a person authorized in writing by the Commission to install, maintain and repair water mains and water services, sanitary sewers, combined sewers, storm drains, building sewers and building storm drains within the City of Boston.

**Requirements for Site Plans** shall mean the document which describes the information which must be included in site plans submitted to the Commission.

**Street Numbering Form/Street Opening Form** shall mean the form completed by the applicant for submission to the City of Boston for the assignment of a street number for new construction and permission to open a street and/or sidewalk for water and/or sewer service and/or repair.

**Termination Verification Approval Application** shall mean the form completed and submitted to the Commission by the owner prior to the demolition of any building having water, sewer or storm drain connections to the Commission's water, sewer or storm drain systems.

### **III. GENERAL PROVISIONS**

An applicant must submit a General Service Application (GSA) for approval to:

- Construct or change the size or location of a water service pipe or fire pipe connecting to a public water main;
- Construct a new building sewer or building storm drain: or
- Reconstruct or modify an existing building sewer or storm drain that connects to a Commission sanitary sewer, combined sewer or storm drain.

All costs and expenses incident to the submission of a GSA and work authorized pursuant to such application shall be borne by the applicant.

A GSA shall be supplemented by permits, plans, specifications or such other information that the Commission may require.

Before a building or structure is demolished, the owner shall notify the Commission, complete a Termination Verification Approval Form for Demolition and submit a GSA for removal or cutting and capping all water, sewer, drain and fire pipes.

### **IV. SITE PLAN REQUIRED**

Prior to the submission of a GSA, an approved site plan must be on file in the Commission's Customer Engineering Services Department. An approved site plan is a prerequisite for all GSAs that are proposed for the installation of all new services, cut and caps and construction inspections.

In addition, a prerequisite for filing a GSA for new construction is the Rough construction Sign-Off document from the City of Boston's Inspectional Services Department.

All site plans submitted to the Commission for review and approval must be signed and stamped by a Professional Engineer and a Land Surveyor registered in Massachusetts.

All water and sewer work must meet or exceed the Commission's standard requirements.

A GSA must be submitted after site plan approval and prior to the installation of domestic water service, fire pipe service, building sewer or building storm drain connections.

The GSA will be conditionally approved subject to verification of the following:

- Owner's name and address
- Service address
- Ward and parcel identification number
- Type of structure and service class
- Contractor's name and address
- Drain layers license number
- Proof of adequate insurance coverage

In addition, any water and sewer account which the owner has must be current. If any such account is delinquent it will be referred to the Account Services Department and the owner must settle the delinquency before the GSA process can continue.

Any work on water and sewer services or storm drains must be performed by a drain layer licensed by the Commission.

## **V. INSPECTION**

Connections to the Commission's water and sewer systems must be inspected by the Commission to ensure that the work is performed in accordance with the Commission approved site plan.

When the GSA is submitted, the applicant will be required to pay the fees associated with the inspection and may also be required to schedule an inspection date. If an inspection date is not scheduled when the GSA is submitted, the contractor must do so prior to the expiration of the GSA. The fees for the inspections are set out in the Commission's Rate Schedule.

Any changes to the work observed by the inspector must be documented and presented to the Chief Engineer or designee for re-approval before the work continues. The inspector will not sign-off on the GSA unless the work conforms to the approved site plan.

A refund of inspection fees or other related GSA services may be allowed under certain circumstances. Refunds will be authorized only if the Commission has not performed the requested service and the GSA has not expired. No refunds will be processed beyond the expiration date of the GSA.

## **VI. EXPIRATION PERIOD**

A GSA shall remain valid for a specified period depending on the size of the service:

- Services 2 inches or less: the applicant will have 45 days from the effective date of the GSA to make the tap into the Commission's system.
- Services 3 inches or larger: the applicant will have 60 days from the effective date of the GSA to make the tap into the Commission's system.

The Engineering Customer Services Department may renew an application for cause shown and upon written request of the applicant. Such renewal shall be at the discretion of Engineering Customer Services. A request for renewal will be considered only if made prior to the expiration date of the GSA.

Unless an extension of the application is granted:

- The GSA will expire and become void;
- An administrative fee of \$80.00 will be assessed; and
- The applicant will be required to submit a new GSA for the proposed work.

## VII. DEPOSIT REQUIRED

In addition to the inspection fees, a deposit based on the size of the water service, fire pipe, sewer or drain connection must accompany the GSA submission. Upon receipt of the appropriate deposit, the Commission will establish a water and sewer account and assign an account number to the property.

The total amount of a deposit for a GSA shall not exceed ten thousand dollars (\$10,000.00).

The following deposits shall be required:

<b>Water and Fire Pipe</b>	
<b>Service Size</b>	<b>Deposit</b>
Less than 1 inch	Initial \$500 and \$100 each additional tap
1 inch but less than 3 inch	Initial \$1,000 and \$500 each additional tap
3 inch or greater	Initial \$5,000 and \$1,500 each additional tap
<b>Sewer and/or Drain</b>	
<b>Service Size</b>	<b>Deposit</b>
All service sizes	\$1,000

The applicant may obtain upon request a refund of the deposit or elect to have the deposit applied to a future bill. The Commission shall apply the balance of the deposit to the next bill for the account and to successive bills until it is used up.

The deposit shall be refunded only if the following conditions are met:

- The connections have been inspected by the Commission;
- The meter has been tagged and sealed;
- A dye test has been performed;
- The meter inspected and approved prior to water let-on by Commission personnel;
- When required, as-built plans that conform to Commission specifications are submitted; and
- The applicant has complied with all Commission Water and Sewer Use Regulations.

Disputes between an applicant and the Commission regarding a refund of a deposit shall be governed by Chapter 7 of the Commission's Billing, Termination and Appeal Regulations. A hearing concerning a deposit shall be considered a dispute for reasons other than non-payment.

## **VIII. AS-BUILT PLANS**

As-built plans, when required, must be submitted to the Commission within 30 days after inspection and sign-off by the Commission inspector. The Commission may extend the time for submission at its sole discretion. All as-built plans submitted to the Commission for review and approval must be signed and stamped by a Professional Engineer and land surveyor registered in Massachusetts.

In addition to any other information required by the Commission, the as-built must include at a minimum:

- The location of any abandoned items, such as pipes, water gates and manholes;
- Location of all new installations, such as gates, manholes, reducers, 3-way tees, bends and other appurtenances;
- Tie-in measurements from all new items to property lines and corners;
- Profile of all sewer and drain lines;
- Invert elevation of all sewer and drain lines at the manholes;
- Depth of water pipe at all gates, bends and connections;
- Size and type of all pipes, valves and hydrants installed; and
- Rim elevations of all manholes.

## **IX. ADDITIONAL FORMS**

The applicant must submit an Indemnification Form with the GSA. This form requires the owner to indemnify and hold harmless the Commission from any claims, losses damages, expenses or other liabilities that may arise in the course of the work performed pursuant to the GSA.

Other forms may be required to supplement the GSA depending on the nature of work. Such forms include but are not limited to a Street Numbering Form which will be required when new construction is proposed. A Street Opening Permit will be required if the applicant intends to open a public street or sidewalk. A Termination Verification Approval Form for Demolition will be required to ensure that services are shut-off, cut and capped and all bills are paid prior to demolition of a property.

## **X. WATER LET-ON**

Only the Commission shall let on the water service.

Water service shall be let-on only:

- After a Commission inspector has signed-off on the GSA;
- A dye test is performed; and
- A water meter and meter transmission unit have been installed.

Failure to comply with Commission regulations regarding the let-on of a water service or the illegal turn-on of a water service will result in the imposition of a fine in accordance with the Commission's Water Use Regulations.