

Town of Chelmsford
Department of Public Works
2025

UTILITY CONTRACTOR LICENSE APPLICATION

II. OBTAINING CONTRACTOR'S LICENSE

Permits to perform work within rights-of-way, open to the public, can be obtained only by licensed contractors. Licenses will be issued to those contractors who, in the opinion of the Permitting Authority, are deemed qualified through experience and have demonstrated by past performance the ability to undertake the scope of work covered by the license. Permits will only be issued to persons authorized as Licensed Utility Contractors to obtain permits.

Requirements

Prior to obtaining a contractor's license, the following information must be provided:

1. A listing of available equipment, previous projects, of similar size and scope, completed within the past three (3) years, and three (3) written letters of reference with contact information (at least one Municipal Reference) that may be contacted about these projects.
2. A street-opening bond of Five thousand (5,000) dollars shall be obtained from a surety company licensed to do business in the Commonwealth of Massachusetts for five years and approved by the Department of Public Works. The bond shall be valid and in full effect for the term of the license and shall bind the contractor to the faithful performance of the work in accordance with all applicable specifications of the Department of Public Works.
3. Trench Safety Application.(520 CMR 14)
4. Erosion Control Agreement
5. A certificate of insurance showing that the contractor has the minimum insurance as follows:

Insurance

General Liability

Includes: Comprehensive form Premises/Operations Underground Explosion & Collapse Hazard Products / Completed Operations Independent Contractors Broad Form Property Damage Personal Injury	Each Occurrence	\$1,000,000.00
	Aggregate	\$2,000,000.00

Automobile Liability

Includes: All Owned Vehicles Hired Vehicles Non-owned Vehicles	Bodily Injury and Property Damage Combined	\$1,000,000.00
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Workers Compensation and Employers Liability

As Required by State of Massachusetts	Each Accident	\$100,000.00
	Bodily Injury by Disease (Policy Limit)	\$500,000.00
	Bodily Injury by Disease (Each Employee)	\$100,000.00

Additional Insurance / Requirements:

The Town of Chelmsford Shall be named as Additional Insured

Suspension of License

The Permitting Authority reserves the right to suspend or revoke a contractor's license. Three (3) documented incidents of poor quality of work or unwillingness to comply with these regulations shall result in the suspension of license for one (1) year and three (3) years' probation. Once on probation, one (1) documented incident of poor performance shall result in the suspension of license for one (1) year and three (3) years' probation, to be added to (and not served concurrently with) the original probation.

Additionally, the authority may suspend, revoke, or refuse to issue a license if, in the opinion of the authority, the contractor is not adequately skilled or competent to undertake work under this license.

VII. CONTRACTOR'S LICENSED APPLICATION

APPLICATION FOR CONTRACTOR'S LICENSE

Name: _____

Address: _____

Email: _____

Company: _____

Phone: _____

Cell Phone: _____ (Emergency Contact Number)
 _____ (Emergency Contact Name)

In the table below please list all employees authorized to obtain permits for the company. Anyone who is not included in this table will not be allowed to pull a permit from this department. **By submitting this application, a contractor agrees to the Town of Chelmsford's Street Opening/Utility Connection Rules and Regulations.**

Name	Phone Number	Email

OFFICE USE ONLY

Trench Safety Application

Certificate of Insurance

Street Opening Bond

Erosion Control Agreement

3 Letters of Reference (New Applications Only)

Approved By: _____ Date: _____

Street Opening/Utility Connection
 Rules and Regulations
 Last Update: March 2024

VIII. TRENCH SAFTEY PERMIT APPLICATION



Town of Chelmsford DPW/Engineering Division
9 Alpha Road
Chelmsford, MA 01826
978 250 5228
www.townofchelmsford.us

Trench Permit

Pursuant to GL c82A subject. 1 and 520 CMR 7 et seq. (as amended). This permit must be fully completed prior to consideration.

By signing this form, the applicant/excavator all acknowledge and certify that they are familiar with, or, before commencement of the work, will become familiar with, all laws and regulations applicable to work proposed, including OSHA regulations, G.L. C. 82A, 520 CMR 7.00 et seq., and any applicable municipal ordinances, by-laws and regulations and they covenant and agree that all work done under the permit issued for such work will comply therewith in all respects and with the conditions set forth below.

The undersigned agrees to reimburse the municipality for any and all costs and expenses incurred by the municipality in connection with this permit and the work conducted thereunder. Including but not limited to enforcing the requirements of state law and conditions of this permit, inspections made to assure compliance therewith, and measures taken by the municipality to protect the public where the applicant has failed to comply threewith including police details and other remedial measures deemed necessary by the municipality.

The undersigned applicant, agrees to defend, indemnify, and hold harmless the municipality and all of its agents and employees from any and all liability, causes or action, costs, and expenses resulting from or arising out of any injury, death, loss, or damage to any person or property during the work conducted under this permit.

Name of Applicant: _____
Address: _____
Phone Number: _____
MA Hoisting
License Number: _____
License Grade: _____
Expires: _____
Competent Person: _____
Name: _____
Signature: _____

Date:

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IX. EROSION CONTROL AGREEMENT



Town of Chelmsford DPW/Engineering Division
9 Alpha Road
Chelmsford, MA 01826
978 250 5228
www.townofchelmsford.us

Erosion Control Agreement

Erosion control devices must be installed prior to any earth disturbance. Any earth disturbance of over an acre requires a special permit from EPA <https://www.epa.gov/npdcs/cpas-2017-construction-general-permit-cgp-and-related-documents>. The erosion control devices must protect storm drains and retain the sediment on site. Public streets must be swept daily and kept clean and free of debris. The contractor assumes all responsibility and liability for any and all erosion control devices.

In addition, the Contractor must exercise effective waste management. No pollutants are to enter the drainage system or waterways either on site or off-site. Stockpiles are not allowed within 100' of a wetland and must be protected with a silt fence. All erosion control is to be maintained in good working order until final stabilization of the site. Any construction activities within 100 feet of wetlands should be coordinated with the Conservation Commission.

This Agreement only includes a partial list of requirements. For a complete list of requirements refer to Chelmsford Code §142-6, §195-40, §195-104 and §202-25. All Town requirements will be enforced by the Building Commissioner and DPW Director (or their designees). Non-compliance is subject to fines of up to \$300/day and/or remediation.

I certify that I have read the above information. Any questions concerning these policies have been discussed with the Building Commissioner, DPW Director or their designees. I understand I am responsible for all fines incurred for non-compliance of these policies.

Name: _____

Address: _____

Email: _____

Company: _____

Phone: _____

Cell Phone: _____ (Emergency Contact Number)

_____ (Emergency Contact Name)

Street Opening/Utility Connection

Rules and Regulations

Last Update: March 2024