



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

209 Chestnut Hill Rd • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.gov

Water and Sewer License Application

Name of Firm: _____

Address of Firm: _____

Telephone #: _____

Email Address: _____

For which license are you applying?

Sewer (fee \$100.00/yr)

Water (fee \$100.00/yr)

Both (fee \$200.00/yr)

Names of Persons who will be covered by License (please inform Public Works Department when you desire to add or delete other persons):

- Have you been licensed by the City of Rochester to work on municipally owned water and sewer lines previously? **yes** **no** If so, when? _____

NOTE: If your company has not held a license previously, or has not held a license at any time during the previous three years, please attach Certificate of Insurance **and** names, addresses, and telephone numbers of three references who are familiar with your company's work. The Public Works Department will check references prior to issuing a license. The Public Works Department reserves the right to require references for firms that have previously held a license with the City. Only municipal entities or currently licensed contractors are considered acceptable references.

- Have you ever been denied a license, or has a license to work on municipally owned water and sewer lines ever been revoked by the City of Rochester? **yes** **no** If so, when? _____
- Do you intend to perform water tapping? **yes** **no** If so, please provide references for similar work with other municipalities.

I agree to work on the municipally owned water or sewer lines in a workmanlike manner as required by Rochester Code of Ordinances Chapters 200-6(d) and 260-6(e). Such work shall conform to the requirements of Ordinance Chapters 200 and 260 and any other city standard, as applicable. I also agree to comply with the requirements of the "Excavation Permit Issuance and Inspections" SOP regarding obtaining an excavation permit from the Department of Public Works for any excavation that will occur in any right-of-way under the jurisdiction of the City of Rochester and will abide the terms and conditions of the excavation permit. I realize that pursuant to Ordinance Section 223-17 that I may be required to furnish a bond of indemnity to the City of Rochester for an amount to be determined by the Director of Public Works, prior to beginning any work. I understand that the Director of Public Works retains the right to revoke the license for just cause in the event that any water or sewer work you, or any person under your responsible charge does not meet the standards for satisfactory work as determined by the Director of Public Works.

Signature _____

Date _____

(Sign and return this form to the DPW with applicable fee, references and insurance information)

City of Rochester, New Hampshire
PROCEDURES AND SPECIFICATION FOR WORK ON
MUNICIPAL WATER AND SEWER LINES

The following procedures are for all companies or individuals working on municipal water and sewer. A water/sewer license shall be issued by the Rochester Department of Public Works, prior to beginning any work on water or sewer systems owned or controlled by the City of Rochester including water or sewer service connections that will be located under private property.

Pursuant Ordinance Sections 200-6(d) and 260-6(e) for the City of Rochester, anyone wishing to install or work on city water or sewer must apply for a license from the Department of Public Works.

Applicants must obtain a signed water/sewer license before starting any work in the field. All holders of the water/sewer licenses shall comply with the following requirements:

1. Contractor shall notify Public Works at least 24 hours before the start of any work on City water or sewer systems. Any work done without proper notification will not be inspected.
2. ALL work must be inspected by a Public Works official before backfilling.
3. No two contracting firms shall work under one license. No other contractor may work under your license; under this condition a separate license must be applied for.
4. Licensed contractor shall provide an Insurance Rider noting a minimum \$2,000,000 general aggregate limit of liability.
5. ALL backfill material shall be on site at the time of inspection.
6. All work shall be in conformance with the City of Rochester, Standards of Infrastructure Design and all applicable ordinances.