

*Application must be accompanied  
by the fee payable  
to Town of Sheffield.*



Fee Paid: \_\_\_\_\_  
Permit Number \_\_\_\_\_  
Issue Date \_\_\_\_\_  
Map: \_\_\_\_\_ Block: \_\_\_\_\_  
Lot: \_\_\_\_\_  
If Map 15 or 16, Unit: \_\_\_\_\_

## Town of Sheffield Board of Health

Town Hall, 21 Depot Square, 2<sup>nd</sup> Floor; Sheffield, MA 01257  
413-229-7000 x 157 Fax: 413-229-7010 Email: [townhall@sheffieldma.gov](mailto:townhall@sheffieldma.gov)

### **Application for Disposal System Construction Permit**

(Permit, when approved, is not transferable and is good for a maximum of two years.)

Type of Permit, Please Circle One    Repair/Major    Repair/Minor    New Construction  
Abandonment    Individual Components    Complete System

Design Flow: \_\_\_\_\_ (Gallons per Day)

Address of Disposal System Installation: \_\_\_\_\_

Map, Block & Lot Number: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Application submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attached Plan Number: \_\_\_\_\_ By: \_\_\_\_\_ Dated: \_\_\_\_\_

Sheffield BOH Licensed Installer: \_\_\_\_\_ Fax # \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Repair Description/Notes: \_\_\_\_\_

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DISPOSAL SYSTEM CONSTRUCTION PERMIT**

☐ House Plans Reviewed    ☐ Outlet Filter and Riser to Grade    ☐ Two-Compartment Septic Tank

**NOTE: Installer must phone Sheffield BOH before beginning construction.** Any changes to the plans or installation must have the written approval of the system designer and the Sheffield BOH. Before covering, all system components must be inspected by the system designer and Sheffield BOH. Within 30 days of completion, the Designer and Installer must submit an as-built sketch with ties to all system components and a letter certifying that the installation was done according to the plans and Title 5 (310 CMR 15.000). If certified fill is used, a current sieve analysis must also be submitted. No person shall discharge sewage without first obtaining a Certificate of Compliance from the Sheffield BOH.

**The applicant, designer and installer should be aware that all work is to be done in accordance with Sheffield BOH and Title 5 requirements and must comply with the regulations of the Division of Water Pollution Control pursuant to MGL c.21, s.43; the Wetlands Protection Act, MGL c.131, s.40; and the Bylaws and Regulations of the Town of Sheffield and the Sheffield Conservation Commission.** The Owner/Applicant is hereby granted permission to work on the septic system at the above location as described and mapped in the Disposal System Construction Permit Application.

OTHER CONDITIONS: \_\_\_\_\_

Trench Permit # \_\_\_\_\_ Sheffield BOH Approval \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Installer to comply with Trench Regulation 520 CMR 14.00 if required. Trench Permit required prior to commencing work.  
Trench Permit may be obtained from the Town Administrator's Office: 413-229-7000 x 152 (Revised 8/2023)