



## Hubbardston Board of Health

7 Main Street, Unit #2  
Hubbardston, MA 01452  
978-928-1400 x212  
[health@hubbardstonma.us](mailto:health@hubbardstonma.us)

### Process for New Construction and Septic Installation Requirements for Completion of Certificate of Compliance and Occupancy Permits

1) Request Soil Evaluation/Perc Test (Form A)

Submit the following to Board of Health

- Completed Perc Test Application (Form B)
- Obtain signature of Town Tax Collector to certify that property owner and/or applicant does not owe debt to Town prior to submission of application
- Fee \$225.00 (make checks payable to Town of Hubbardston)

Instructions:

- Dig Safe must be notified on (1) week prior to any digging 1-888-344-7233
- Board of Health Representative will contact your Design Engineer to arrange date and time for testing.
- Two (2) holes and two (2) PERC Tests must be conducted and ready for examination at the time agreed upon.

2) Request Septic Design Plan Approval by Board of Health Consulting Engineer

Submit the following to the Board of Health

- Fee for Review of Septic Design \$225.00 (make checks payable to Town of Hubbardston)
- Three (3) copies of Septic Design showing street address of property assigned by The Assessor's Office
- Copies of MA Title 5 Form 11 Soil Suitability Assessment for On Site Sewage Disposal (Form A) and Form 12 Percolation Test (Form C) (completed by Soil Evaluator)
- Completed Application for Disposal System Construction Permit (Form D) MA Title 5 Form 1A
- Obtain signature of Town Tax Collector to certify that property owner and/or applicant does not owe debt to Town Prior to submission of application.
- Fee for Construction Permit \$225.00 (make checks payable to Town of Hubbardston)

*Please allow 30 days for review and approval to be processed*

3) Well Installation

Submit the following to the Board of Health:

- Completed Well Permit (Form E)
- Obtain signature of Town Tax Collector to certify that property owner and/or applicant does not owe debt to Town Prior to submission of application.
- Fee for Well Permit \$80.00 (make checks payable to Town of Hubbardston)
- DEP Copy of Coliform Test\*
- Well Completion Form (Form F) completed by your well driller
- Copy of Final Water Test (taken at a minimum of 30 days after Coliform test)
- Hand drawn plot plan showing location of the well

*\* Water test must be completed by a laboratory listed by the DEP as MA State Certified*

4) Installation/Construction of Septic System (Form G)

Instructions:

- Septic Installer must be listed on Disposal Works Construction Permit (Form D)
- Septic Installer must be licensed with the Town of Hubbardston
- Town Consultant Engineer must conduct a bottom of bed(initial) inspection and a final inspection
- Septic Installer will contact the Town Consultant Engineer to schedule these inspections providing 48 hours advance notice

Submit to Board of Health:

- MA Title 5 Form 3: Certificate of Compliance (Form H) signed by your Septic Design Engineer and Septic Installer
- AS BUILT Septic Design stamped by your Design Engineer