

Town of Richmond  
BOARD OF HEALTH

**PROCEDURE TO INSTALL WELLS AND SEPTIC SYSTEMS**

**WELLS**-Town of Richmond Regulations

1. Submit an "Application for Well Construction/Decommissioning Permit" with plan prepared by a Massachusetts Registered Engineer or Sanitarian to the Board of Health showing location on the site and applicable setback distances as specified in Richmond Well Regulations. Application fee is \$50.00.
2. Following review and acceptance of plan the Board of Health will issue "Well Construction Permit" and blank "Certificate of Construction" form. Present to well driller. Well driller must be registered in the Commonwealth of Massachusetts.
3. Following completion of drilling, the driller shall sign the Certificate of Construction and return it to the Board of Health with copy of the Mass. Dept. of Environmental Management Well Completion Report form.
4. Water test results from a certified laboratory shall be submitted to the Board of Health for the following parameters and meet the following standards: coliform bacteria (none detected), Sodium (<20 mg/L), Chloride (<250 mg/L), Nitrate Nitrogen (<10 mg/L), Nitrite Nitrogen (<1.0 mg/L). In addition the following tests shall be conducted for the information of the homeowner (recommended limits): Total Dissolved Solids (500 mg/L), Iron (0.3 mg/L), Manganese (.05 mg/L), pH (6.5-8.5), Total Hardness (180 mg/L).
5. When the water analysis, Well Completion Report, and Certificate of Construction have been received by the Board of Health a Water Supply Certificate will be issued.

**SEPTIC SYSTEMS**-Title 5, 310 CMR 15.000, and Town of Richmond Regulations

1. Submit an "Application for Disposal System Construction Permit" with 2 copies of a plan prepared by a Massachusetts Registered Engineer or Sanitarian to the Board of Health. Plan must conform to Title 5 regulations. Application fee is \$100.00. Application shall be signed by the owner of the property.
2. Following review and acceptance of plan the Board of Health will issue a "Disposal System Construction Permit". Present to septic system installer. Installer must be licensed by the Town of Richmond, which requires certification of installer by the Berkshire County Boards of Health Association.
3. Installer shall install system in conformance to approved plans. Any changes made to accepted plans shall be reviewed and approved by the Board of Health and the designer.

4. Inspection: After installation of system, but prior to final cover, the system shall be inspected by the Board of Health and the designer. At least 24 hours notice shall be given to the Board of Health or agent for inspection.
5. Certificate of Construction Compliance: Following completion of installation the installer *and* designer shall submit a Certification of Construction Compliance to the Board of Health. A set of as-built drawings of the system or construction ties showing dimensions from fixed reference points to all system components shall be submitted to the Board of Health.
6. When the Board of Health has completed inspection, received the Certification of Construction Compliance from the installer and designer, and received a set of as-built drawings or construction ties for the system, a Certificate of Compliance will be issued for the system. "No person shall discharge sewage to a new, upgraded, or expanded system without first obtaining a Certificate of Compliance from the approving authority in accordance with 310 CMR 15.021(2) through (6)".