

# Town of Sudbury

## Board of Health

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Sudbury Health Department  
275 Old Lancaster Road  
Sudbury, MA 01776  
978-440-5479  
Health@sudbury.ma.us

Calendar Year 2025

To: Sudbury Septic Haulers  
RE: 2025 Septage Hauler Permit Renewal

Our records indicate it is time to renew your current Septage Hauler's Permit that will expire December 31, 2024. Please read through the instructions and fill out the enclosed forms. The Sudbury Department of Health will require submission of the following forms and applications in order to issue a 2025 Septage Hauler's Permit:

1. Sudbury Septage Hauler permit fee is \$200 for the first truck and \$75.00 per additional truck. Please make checks out to the *Town of Sudbury*.
2. Completed Application
3. Worker's Compensation Insurance Affidavit (enclosed)
4. Copy of your Workers Compensation Insurance Declaration page.
5. Copy of your Commercial General Liability Insurance Coverage Declaration page.

**Please note that late applications incur DOUBLE FEES as a late fee charge. Submit completed applications and permit fees no later than December 30<sup>th</sup>, 2024.**

If you have any questions or concerns, please do not hesitate to contact us at 978-440-5479. Thank you for your attention to this matter.

Sincerely,

Vivian Zeng  
Health Director  
Sudbury Board of Health



**LIST LOCATION(S) WHERE SEPTAGE WILL BE TRANSPORTED TO AND DISPOSED OF:**

Include a copy of the contract of the approval for the use of disposal location.

Location Name	Location Address	Location Phone Number

*I certify that the information I have provided above is true and accurate. I recognize that it is a violation of this permit to dispose of septage anywhere other than the identified disposal locations or other approved of the Board in writing as an amendment to this permit.*

\_\_\_\_\_  
Date

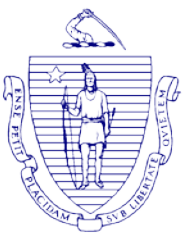
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (print)

**Office Use Only:**

Approved, Effective Date: \_\_\_\_\_ License #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Denied, Comment: \_\_\_\_\_



**The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 Lafayette City Center  
 2 Avenue de Lafayette, Boston, MA 02111-1750  
 www.mass.gov/dia**

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

- 1.  I am a employer with \_\_\_\_\_ employees (full and/ or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.***

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under § 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

***I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (check one):**

- 1. Board of Health    2. Building Department    3. City/Town Clerk    4. Licensing Board
- 5. Selectmen's Office    6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.**" Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

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## Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

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## City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

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The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
**Office of Investigations**  
Lafayette City Center  
2 Avenue de Lafayette,  
Boston, MA 02111-1750

Tel. (857) 321-7406 or 1-877-MASSAFE

Fax (617) 727-7749

[www.mass.gov/dia](http://www.mass.gov/dia)



# Sudbury Board of Health Permit Fee Schedule

275 Old Lancaster Rd  
Sudbury MA 01776  
978-440-5479  
Health@sudbury.ma.us

Permit/License	Fees
<b>Animal Permits</b>	
Animal/Stable Permit (2-year)	\$50.00
• Chicken Coop (2-year)	\$50.00
Beaver Trapping Permit	\$50.00
<b>Body Art</b>	
Body Art Establishment	\$600.00
Body Art Practitioner	\$600.00
Body Art Apprentice	\$300.00
<b>Camps</b>	
Camps 1 Session	\$250.00
Camps 2 – 4 Sessions	\$300.00
Camps 3 – 5 Sessions	\$400.00
Camps 7+ Sessions	\$500.00
<b>Food</b>	
<b>Restaurants/Food Service</b>	
• Food Service Restaurant - Less Than 50 Seats	\$350.00
• Food Service Restaurant – 50 – 99 Seats	\$600.00
• Food Service Restaurant – 100 – 149 Seats	\$725.00
• Food Service Restaurant – 149 – 199 Seats	\$850.00
• Food Service Restaurant – 200 – 249 Seats	\$975.00
• Food Service Restaurant - 250 – 299 Seats	\$1,125.00
• Food Service Restaurant – 300 +	\$1,350.00
Bakery (No Seating)	\$200.00
Caterer	\$200.00
<b>Farmers Market</b>	
• Seasonal (Per Stall)	\$50.00
• Weekly (Per Stall)	\$25.00
Frozen Desert Machine (per machine)	\$50.00
Food Truck (Seasonal)	\$200.00
Food Truck (One Day/Temporary)	\$75.00
Ice Cream Truck	\$200.00
<b>Kitchen</b>	
• Commercial/Satellite (Ghost/Cloud/Commissary Kitchens)	\$200.00
• Residential	\$100.00
<b>Retail</b>	
• Convenience Stores	\$200.00
• Limited	\$50.00



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Permit/License	Fees
Food (cont'd)	
• Grocery Store/Full Retail Market	\$600.00
Special Processes Requiring HACCP (Per Process)	\$200.00
Kitchen Plan Reviews	
• Limited Kitchen	\$100.00
• Less Than 50 Seats	\$200.00
• 50 – 149 Seats	\$400.00
• More Than 150 Seats	\$600.00
Retail Plan Review	
• Limited	\$100.00
• Convenience or Bakery	\$200.00
• Full Retail Market	\$600.00
Special Process HACCP Plan Review	\$200.00
Additional Construction Inspections (After 3 <sup>rd</sup> Inspection)	\$50.00 Each
Pools Public/Semi Public	
Pools Seasonal	\$200.00
Pools Year Round	\$300.00
Pools Plan Review	\$300.00
Pools Re-Inspection	\$50.00
Septic	
Soil Testing Residential and Commercial	\$250.00
Residential New Construction Plan Review (Increase in design flow)	\$750.00
Residential Repair Septic (No increase in design flow)	\$300.00
Residential Minor Repair (per component)	\$50.00
Commercial New System up to 549 gpd	\$850.00
Commercial New System 550 – 999 gpd	\$1,000.00
Commercial New System 1000 gpd +	\$100 per extra 1,000 gpd
Abandonment/Decommission (Per Component)	\$50.00
Small Waste Water Treatment Facility 2,000 – 10,000	\$1.00 Per Gallon
Commercial Innovative/Alternative GPD 2,000 – 10,000	\$1.00 Per Gallon
Annual Review/Renewal of Septic Plan (Per Lot/Per Septic)	\$100.00
Title 5 Report Filing	\$25.00
Septic Installer/Hauler and Rubbish Hauler	
Septic Installer Permit	\$200.00



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Septic Installer/Hauler and Rubbish Hauler (cont'd)	
Septic Hauler/Rubbish Hauler Permit	\$200.00
• Add \$75.00 Per Truck	\$75.00
Trench Permit	
Trench Permit (per site)	\$50.00
Tobacco	
Tobacco Sales Permit	\$250.00
Wells	
Irrigation, Potable, Geothermal, Commercial, Residential, Abandonment	\$300.00

Unless otherwise indicated, all permits are applicable for one year only and expire on December 31<sup>st</sup> of every year.

In order for a permit or license renewal to be considered by the Sudbury Health Department, it must be:

- submitted with all required documentation and attachments;
- complete and accurate;
- inclusive of payment in full.

Any outstanding fines/fees must be paid in full prior to processing a permit renewal application.

**A surcharge for a late license/permit renewal will result in a DOUBLE FEE.**

**An inspection following noncompliance for Operating Without a Permit will result in a DOUBLE FEE.**