



City of Nashua

Division of Public Works
Engineering Department
9 Riverside Street • Nashua, NH 03062
Tel: (603) 589-3120 • Fax: (603) 589-3169
DPWEngRequests@NashuaNH.gov

DRAINLAYER'S LICENSE APPLICATION

(for internal use only)
Year: _____
License No: _____

APPLICANT INFORMATION

NAME OF APPLICANT:			
COMPANY NAME:			
ADDRESS:			
PHONE NUMBER:		EMAIL:	

Please place an "X" beside the applicable statement below, sign and date the completed application and return to:

City of Nashua
Engineering Department
9 Riverside St
Nashua, NH 03062

- The above named drainlayer is not renewing the drainlayer license.
- The above named drainlayer is renewing the drainlayer license.
- The above drainlayer is applying for issuance of a new license.
See below *

As part of the application, the applicant for a new license must provide a written request for consideration of approval to the Engineering Department, Division of Public Works, 9 Riverside St. Street, Nashua, New Hampshire 03062 or via email at DPWEngRequests@NashuaNH.gov . The request will be reviewed and, if requirements are met, a recommendation will be made to the Board of Public Works who meet once a month for approval. The written request must include no fewer than three (3) written references which that state:

- a. Reference Name and Address
- b. Location of Prior Work
- c. Scope and Size of Prior Work
- d. Name, Telephone and Email of the Contact

To expedite the process of the issuance of a new license or the renewal of an existing license, please provide the following with the application while awaiting approval from the Board of Public Works. Please make sure the application is signed.

1. Certificate of Insurance Coverage

Contractor shall maintain for the duration of the contract all required insurance coverage. Coverage must be written with an insurance carrier licensed to do business in the State of N.H.

- a. The City of Nashua requires thirty (30) days written notice of cancellation or material change in coverage.
- b. Contractor is responsible for filing updated Certificates of Insurance with the City of Nashua during the life of the contract/project. *****CITY OF NASHUA MUST BE LISTED AS LOSS PAYEE AND ADDITIONAL INSURED*****
- c. The contractor must maintain required limits of coverage for the duration of the contract/project:
 - 1. Comprehensive General Liability - \$1,000,000 Per occurrence - \$2,000,000 Aggregate.
City of Nashua must be named an additional insured
 - 2. Workers' Compensation – as required by Statute – Liability of \$100,000-\$500,000-\$100,000.

2. Drainlayer's Bond = \$1,000.00

An insurance company issued Bond listing City of Nashua, NH as Loss Payee, or a check to be made payable to City of Nashua, NH.

3. Annual License fee = \$250.00 A Non-refundable, check to be made payable to City of Nashua, NH

4. Security Deposit = \$500.00 – Cash or check payable to the City of Nashua, NH. Funds may be returned upon request or upon project completion, provided monies due the City are paid in full. Applicant may be required to reapply as a New Drainlayer in a future request for a license.

Bond or insurance coverage termination, expiration and account delinquency or the removal of the security deposit will result in the cancellation of the Drainlayer's License.

By signing this application, the applicant understands the drainlayer and work requirements will be in compliance with Chapter 255 Sewage Disposal of the Nashua Revised Ordinances (NROs) of the City of Nashua. Applicant must be familiar with these requirements. They can be found on file with the City Clerk's Office or online at nashuanh.gov, City Clerk's Office.

Signature

Title

Company Name

Date