



William F. Martin  
Mayor

City of  
**GREENFIELD, MASSACHUSETTS**

---

**DEPARTMENT OF PUBLIC WORKS**

189 Wells Street • Greenfield, MA 01301  
Phone 413-772-1528 • Fax 413-773-9593  
DPW@greenfield-ma.gov • www.greenfield-ma.gov

**NEW WATER SERVICES**

1. A “New Water Service Application” shall be filed with a \$1000.00 residential or \$1000.00/\$1500.00 non-residential application fee, and \$200 tapping service fee when applicable, with the Department of Public Works prior to the granting of a permit. No new service will be installed between December 1<sup>st</sup> and April 1<sup>st</sup> and no new water service application will be accepted by the department after November 15<sup>th</sup>.

2. Materials: 1” annealed type “K” Copper Tubing or as specified by the Department of Public Works Engineers. All tubing shall be installed without joints. Polyethylene (PE) tubing shall have a standard code designation of PE 3408, a pressure class of 200 psi, and shall meet the materials, workmanship, dimensional, and marking requirements of AWWA C901 as well as NSF Listing. Couplings shall be stainless steel. All PE water services shall include a tracer wire or approved magnetic tape.

3. Property owner to engage a qualified and insured contractor to perform excavation; provide all copper and brass goods, including corporations, curb stops, boxes and valve, and meter pit if service is 200’ or more; restore lawns, sidewalks, curbs and roadway. The contractor shall have the proper equipment and material on the site before work begins. The contractor shall have a backhoe and operator, a jackhammer, tapping machine, pavement saw, and proper traffic control barricades. (See attached list of approved brass fittings.)

**NOTE:** THE CITY WILL SET THE WATER METER (Neptune T-10) AND OUTSIDE READER for meters 2” and smaller and the owner will be billed for these materials. The contractor must provide copper to brass adapter, brass nipple and valve in the cellar. The owner must supply and install water meters greater than 2”. All meters, appurtenances and the installation thereof must meet City specifications. Contractors/owners are encouraged to call the DPW for assistance with the meter set-up. Once set-up, an inspection must be made by the DPW prior to the water being turned on.

4. The contractor must call Dig-Safe and obtain an Excavation/Trench Permit form the Department of Public Works before excavating.

5. Services 2” and smaller will be tapped by the City. For services larger than 2” the owner must hire a contractor to tap the water main and lay pipe to the house, including a curb stop, box

and valve in the cellar. The water service shall be laid in a straight line from the main to the front (or first) wall with the meter placed immediately inside the wall. **NO** taps shall be made after 2:00 PM Monday through Friday.

6. All Materials and work to be approved and inspected by the D.P.W. prior to burial. The contractor must notify Engineering Inspector when trenches will be patched.

7. Road Open Permits: Permits shall be granted to qualified contractors upon 72 hours (excluding Saturdays, Sundays or Holidays); written notices to all utility companies, as well as obtaining a Dig-Safe number 72 hours prior to excavating. Contact the Engineering Office at 413-772-1528.

8. All roadway trenches and driveway aprons shall be permanently patched before the water service is turned on.

REVISED 1/10/18

DPW (T:\Engineering\Permit Applications Policies Regs\Water\New Water Services.doc



*The City of Greenfield is an Affirmative Action/Equal Opportunity Employer,  
a designated Green Community and a recipient of the "Leading by Example" Award*