

Applying for a Drain Layer License

Pursuant to City Ordinance 8-41, you must obtain a license before operating as a Drain Layer in Somerville.

TERM:

- The license expires on April 30 and is awarded for no more than one year.

CONDITIONS:

- You must apply online.
- You must certify that you are familiar with the rules and regulations in the City of Somerville's Permit Manual and that you will comply with them.
- You must be deemed a suitable entity by the City Engineer.
- You must have letters of recommendation from 3 municipal governments. The city will only accept letters, and will not accept names and phone numbers instead.
- You must provide a Drain Layers Bond in the amount of \$10,000 payable to the City of Somerville.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$275.00 annual license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- Letters of recommendation from 3 municipal references.
- A Drain Layers Bond in the amount of \$10,000 payable to the City of Somerville.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citi=enserve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Drain Layer."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if your business is licensed in Citizenserve.
 - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.

