

How to apply for a license

Anyone who installs or pumps septic systems in Shutesbury must apply for a license from the Board of Health. Licenses are valid for the calendar year in which they are issued and expire on December 31 regardless of the date of issue. The fee for each license is \$50, payable to the Town of Shutesbury.

First-time applicants for either license must complete three forms, which may be printed out and mailed, with the fee, to the Board of Health at P.O. Box 216, Shutesbury 01072. The forms are not interactive and cannot be filed online. These forms are the Shutesbury License application, the tax certification form, and the Workers' Compensation Insurance Affidavit. First-time applicants for the installer's license must also submit copies of valid licenses from other towns, or other evidence of credentials.

The procedure is the same for renewal of licenses, except that the license application form need not be completed if none of the information has changed.