



# PLUMBING PERMIT APPLICATION

## CONSTRUCTION AND BUILDING

City Hall: 301 E. Huron St., Ann Arbor, MI 48104-6120  
 Mailing: P.O. Box 8647, Ann Arbor, MI 48107-8647  
 Phone: 734.794.6263 ex. 0 [building@a2gov.org](mailto:building@a2gov.org)  
 Fax: 734.994.8460

OFFICE USE ONLY	
Permit Number	PLUM# _____
DATE STAMP	

### APPLICATION MUST BE FILLED OUT COMPLETELY

**AUTHORITY: PA. 230 of 1972, AS AMENDED**

**PENALTY: PERMIT WILL NOT BE ISSUED**

### PROPERTY LOCATION/OWNER INFORMATION

PROPERTY ADDRESS (Street No. and Name)		APT/SUITE #
CITY	ZIPCODE	<i>Is this a Rental Property?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes, # of Units: _____
NAME OF OWNER		PHONE/CELL # (AREA CODE)

### APPLICANT INFORMATION

WHO IS APPLYING FOR PERMIT? <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR		NAME AND / OR COMPANY	
PHONE / CELL # (AREA CODE)		EMAIL	
ADDRESS		CITY	STATE
MASTER PLUMBER LICENSE #		EXPIRY DATE	CONTRACTOR LICENSE #
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)		EXPIRY DATE	
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		MESC EMPLOYEE #	

### TYPE OF JOB / PROJECT INFORMATION – COMPLETE ALL INFORMATION AND CHECK ALL THAT APPLIES BELOW

<b>Is a Building Permit required for this project?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes, Permit: <b>BLDG#</b> _____ <input type="checkbox"/> N/A	
<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> TENANT FINISH	<input type="checkbox"/> ADDITION
<input type="checkbox"/> OTHER	<input type="checkbox"/> EXISTING	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> ALTERATION

### WORK DESCRIPTION:

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### PLAN REVIEW REQUIREMENTS (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)

#### PLANS ARE NOT REQUIRED FOR THE FOLLOWING:

- One- and two- family dwelling not more than 3,500 square feet of building area.
- Alterations and repair work determined by the plumbing official to be minor in nature.
- Building with a required plumbing fixture count less than 12.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work is being performed as described above, check box below **“Not Required.”**

**PLANS ARE REQUIRED FOR ALL OTHER BUILDING TYPES** and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to PA 299 of 1980 and shall bear that architect’s or engineer’s seal and signature.

**HAVE PLUMBING PLANS BEEN SUBMITTED:**    YES    NO    NOT REQUIRED    SUBMITTED WITH BUILDING PERMIT APPLICATION

### HOMEOWNER AFFIDAVIT

I hereby certify the plumbing work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected** and **approved** by the City Plumbing Inspector. I will cooperate with the City Plumbing Inspector and assume responsibility to arrange for necessary inspections.

### APPLICANT SIGNATURE

Section 23A of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23A are subjected to civil fines. I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this permit application is accurate to the best of my knowledge.

**SIGN HERE** → X

→ **PRINT NAME** X

→ **DATE**

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit)



# PLUMBING PERMIT APPLICATION

**YOU MUST SUBMIT A COMPLETED APPLICATION**

## FEE CHART

Enter the number of items being installed, multiply by the unit price and add each for the total fee.		QTY	UNIT PRICE	TOTAL
<b>PERMIT ISSUANCE</b>				
001	<b>Basic Application Fee*</b> (nonrefundable, <b>NO</b> inspections included)	1	\$15.00	<b>\$15.00</b>
002	Inspections (each)		\$35.00	
<b>UNIT FEE INSPECTION</b>				
003	BackFlow Preventers		\$15.00	
004	Dental Chair		\$15.00	
005	Dishwasher		\$15.00	
006	Drinking Fountain		\$15.00	
007	Floor Drain		\$15.00	
008	Garbage Disposal / Lavatory / Sink		\$15.00	
009	Grease Interceptor		\$15.00	
010	Waste Receptor		\$15.00	
011	Laundry Standpipe		\$15.00	
012	Tub/Shower		\$15.00	
013	Sump Pumps / Sewage Ejector		\$15.00	
014	Urinal		\$15.00	
015	Water Closet/Toilet		\$15.00	
016	Bathroom Group (includes up to five (5) fixtures) – for new homes and commercial		\$60.00	
017	Kitchen Group (includes 2 sinks) – for new homes only and commercial		\$30.00	
018	Sewers up to 4 inches		\$50.00	
019	CIPP Sewers: Type of material _____		\$50.00	
020	Sewers over 4 inches		\$65.00	
021	Water Meter Valve Replacement		\$15.00	
022	Water Service up to 2" copper		\$15.00	
023	Water Service over 2" copper		\$25.00	
024	Water Service – ductile iron		\$100.00	
<b>RESIDENTIAL</b>				
025	Drain Waste – Vent (Single Floor)		\$35.00	
026	Drain Waste – Vent (2 story)		\$45.00	
027	Drain Waste – Vent (Tri-Quad)		\$55.00	
028	Water Distribution (Single Floor)		\$25.00	
029	Water Distribution (2 story)		\$35.00	
030	Water Distribution (Tri-Quad)		\$50.00	
031	Water Heater (Regular and Tankless)		\$15.00	
<b>COMMERCIAL</b>				
032	Drain Waste – Vent per room or fix		\$25.00	
033	Drain Waste – Vent per story		\$15.00	
034	Water Distribution per room or fix		\$25.00	
035	Water Distribution per level		\$15.00	
036	Water Heater		\$15.00	
<b>OTHER INSPECTIONS AND FEES</b>				
037	Other plumbing items and code repairs as _____		\$25.00	
038	Work without Permit**		\$130.00	
039	Special or Overtime Inspection		\$130.00	
040	Contractor Registration / Re-registration		\$15.00	
<b>TOTAL PERMIT FEES:</b>			<b>\$</b>	

## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Incomplete or illegible forms **WILL NOT** be accepted. Plumbing work will not be started until the application for the permit has been filed with our office. All installations shall be in conformance with the State Plumbing code. **No work shall be concealed until it has been inspected and approved.**

All Permits **MUST** be signed by either the Homeowner, License Holder, Qualifying Officer or Owner of the contracting company.

**Permit Applications can be submitted to the City of Ann Arbor Planning and Development Services by mail or in person. We also accept email, fax, or scanned copies of completed applications.**

**We accept CASH, CHECK, and all major credit cards. Checks should be made payable to "City of Ann Arbor"**

**Permit applications not submitted with the required documents or payments, cannot be issued until such is provided.**

## CONTRACTOR REGISTRATION

You must provide the following to register with the City of Ann Arbor:

1. Copy of the current Contractor's License and Master Plumber's License.
2. Copy of a **clear** picture of Driver's License of the person the license has been issued to.
3. Letter (s) of authorization from qualifying agent (s) of the company, if not the License Holder / Owner of the Company.

## PERMIT EXPIRATION

A permit remains valid as long as work is progressing and inspections are requested and being conducted. Any and all permits will be closed when no inspections are requested and conducted within six (6) months (180 days) of the date of issuance or the date of the previous inspection.

**EXPIRED PERMITS CANNOT BE REFUNDED. ELIGIBLE EXPIRED PERMITS WILL BE SUBJECT TO A FEE OF \$35.00 TO RE-OPEN.**

## SCHEDULING INSPECTIONS

Contact the City of Ann Arbor Planning and Development Services Department, **24 hours in advance and no later than 2:30 pm for next day inspections.**

When ready for an inspection:

- Log onto [www.a2gov.org/permits](http://www.a2gov.org/permits) and schedule online through eTrakit or call (734) 794-6263 ext. 0
- Same day cancellation (s) **will** result in a full inspection fee charge of \$35.00 each time.

**You will need your job address and permit number ready to schedule the inspection**

## OFFICE USE ONLY

Permit Fee:	\$ _____	<input type="checkbox"/> M	<input type="checkbox"/> F
		<input type="checkbox"/> E	<input type="checkbox"/> OC
Payment Type	<input type="checkbox"/> Check: # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card		

**Please Note: New Fees have been introduced.**

\*Basic Application fee no longer include one (1) inspection

\*\*Investigations conducted as part of a complaint for work without a permit.

**WHEN SUBMITTING THIS FORM, PLEASE PUT THE PROPERTY ADDRESS IN THE SUBJECT LINE**