



Detroit Water and Sewerage Department  
6425 Huber Street  
Detroit, MI 48211

# WATER & SEWER SERVICE PERMIT APPLICATION GUIDE

## Contents

<a href="#">Requirements to Issue DWSD Permit</a> .....	3 Page(s)
<a href="#">Water &amp; Sewer Service Permit Checklist</a> .....	1 Page(s)
<a href="#">Insurance Requirements</a> .....	1 Page(s)
<a href="#">Water &amp; Sewer Service Installation Requirements</a> .....	1 Page(s)
<a href="#">Sewer Connection Information</a> .....	1 Page(s)
<a href="#">Sample Letter of Authorization</a> .....	1 Page(s)
<a href="#">Sample Plumber Certification Letter</a> .....	1 Page(s)

[DWSD-Permits@detroitmi.gov](mailto:DWSD-Permits@detroitmi.gov)

[detroitmi.gov/dwsd](http://detroitmi.gov/dwsd)



Detroit Water and Sewerage Department  
6425 Huber Street  
Detroit, MI 48211

## REQUIREMENTS TO ISSUE DWSD PERMIT

### REQUIREMENTS TO OBTAIN A WATER OR SEWER SERVICE PERMIT

The Water & Sewer Service Permit Application is required for all new service taps **(N)** and reconnections to existing services **(R)**. Service reconnections on private property are not exempt from permit requirements.

#### 1. Permit Engineering Approval **(N)** **(R)**

Obtain DWSD Permit Engineering Approval of drawings/plans. Drawings/plans shall have requested service(s) highlighted. When requested by DWSD, the Contractor is herein required to inspect the condition of the sewer line. CCTV documentation of the sewer condition shall be recorded and submitted to DWSD with the drawings/plans. Should the requested service size or location change after obtaining DWSD Permit Engineering Approval, amended drawings/plans will be required prior to installation.

Note: Documents, drawings, and plans approved through ProjectDox does not constitute issuance of water and sewer service permit. Approved documents, drawings, and plans formally approved by DWSD through ProjectDox need to be submitted to DWSD for permit issuance via the link below.

Documents, drawings, and plans shall be submitted to DWSD for review at: [DWSD Permit Review](#)

#### 2. Permit Application **(N)** **(R)**

Upon Permit Engineering Approval, you will be instructed to fill out the Application for Water and Sewer Service and submit the application and following documents to [DWSD Permits](#). Should the requested service size or location change after submitting the completed application, an amended application will be required prior to installation.

##### I. Legal Description of Property **(N)** **(R)**

Provide a legal description of the property on a legal document or a photocopy of a legal document.

##### II. Right-of-Way Permit **(N)** – Always **(R)** – When work is needed in the ROW

A Right-of-Way (ROW) permit is required when working in the ROW. The ROW permit is required for all new service taps and reconnections within the ROW. Service reconnections on private property will not require a ROW permit. Anyone applying for a ROW permit must be bonded. For questions regarding the ROW or obtaining the required permit, please contact the Department of Public Works (DPW) at the City Engineering Department. The required permit will be obtained from one (1) of the following agencies.

- a. City Engineering Department/DPW: Coleman A. Young Municipal Center (CAYMC)  
2 Woodward Avenue, Suite 642  
Detroit, MI 48226  
(313) 224-3935
- b. Michigan Dept. of Transportation: 6510 Telegraph Road  
Taylor, MI 48180  
(313) 375-2400
- c. Wayne County Road Commission: 33809 Michigan Avenue  
Wayne, MI 48184  
(734) 595-6504

**III. Master Plumber**  

A copy of the Master Plumber’s current City of Detroit Registration. Water service work is required to be performed by a registered Master Plumber. If you are not currently registered, please contact the Building, Safety, Engineering, and Environmental Department (BSEED) for City of Detroit Registration information and procedures:



- a. BSEED Development Resource Center: Coleman A. Young Municipal Center (CAYMC)  
2 Woodward Avenue, Suite 434  
Detroit, MI 48226  
(313) 224-2372

**IV. Proof of Insurance**  

A copy of the Master Plumber’s and/or Contractor’s “Proof of Insurance”.

**V. Water System Statement of Understanding**  

A signed copy of the water system statement of understanding acknowledging concurrence with the requirement for water meter installation, which is located within the application.

**VI. Sewer Statement of Understanding**  

A signed copy of the sewer statement of understanding acknowledging concurrence with the requirement to inspect the sewer prior to connection, which is located within the application.

**VII. Letter of Authorization**  

The Master Plumber or Contractor may give written authorization for an Agent to secure a Water or Sewer Service Permit in the Plumber’s or Contractor’s name. Written authorization requires:

An original signed letter from the Master Plumber or Contractor, on the Master Plumber’s or Contractor’s company letterhead, giving the Agent permission to pull permits on behalf of the Master Plumber or Contractor. A sample letter has been provided within the application for your reference.

**VIII. Permit Fee Payment**  

Payment of all Water and Sewer Permit Fees shall be made at <https://csportal.dwsd.org/> upon receipt of invoice. Payments may be made by credit/debit card or direct pay (bank account). Instruction for how to make a payment will be included on the invoice.

Fees are established by the Detroit Board of Water Commissioners and are subject to change. The current "DWSD Water and Sewer Service Fees" document may be found at: [Information About DWSD Water & Sewer Bills](#)

### 3. Information Regarding Properties That Have or Had Existing Services

- I. A request to use part of an existing sanitary service to serve new construction will be approved only if the part of the service to be reused meets ALL of the following criteria:
  - a. The service is at least 4" diameter in size.
  - b. A CCTV video of the existing service is provided.
  - c. A certification from the Master Plumber stating the service is in usable condition. A sample letter has been provided within the guide for your reference.
- II. A request to use part of an existing water service to serve new construction will be approved if the part of the service to be reused is in usable condition, except when the public side is lead and the disconnect was made on the public side.

Buildings with a lead water service line create an increased risk of lead from the drinking water. The drinking water from DWSD's system is safe; however, lead particles can dissolve into the water passing through a lead water service line. Lead can cause serious health and developmental problems, especially in developing fetuses and young children. If a property owner has work performed on their private lead water service line, DWSD recommends that the lead line be replaced in full and not reconnected to the stop box. A permit applicant who reconnects a lead water service line does so at their own risk. Please contact DWSD Permitting for more information on a property's historical water service line records and how to determine if the property has a lead service line. Visit [Michigan.gov/MiLeadSafe](https://Michigan.gov/MiLeadSafe) for more information about sources of lead and what you can do to reduce your exposure.

- III. When a property requires a new water service, the owner shall pay to have any and all existing water services to that property discontinued. It will be the plumber's responsibility to ascertain the existence of such services from DWSD Permits.

Any charges for discontinuance of services as required above or for new use of old service shall be paid when applying for a Permit for Water and Sewer Service Installation.

- IV. Obtain clearances from DWSD Demolition Section for all buildings previously demolished without clearances and buildings scheduled to be demolished. (See the Demolition processes and procedures for additional information.)



Detroit Water and Sewerage Department  
6425 Huber Street  
Detroit, MI 48211

## WATER & SEWER SERVICE PERMIT CHECKLIST

Upon receipt of DWSD Permit Engineering Approval of drawings/plans, the following items must be submitted in order to obtain a DWSD Water and/or Sewer Service Permit for a new service or reconnection to an existing service:

- Signed Application for Water and Sewer Service (see [Application Packet](#))
- [Legal Description of Property](#) (on a legal document or a photocopy of a legal document)
- [Right-of-Way \(ROW\) Permit](#)\* (select all that apply) .....  N/A
  - Applied for ROW Permit with the City of Detroit Department of Public Works (DPW)
  - Attached ROW Permit from the Wayne County Road Commission
  - Attached ROW Permit from the Michigan Department of Transportation (MDOT)
- Copy of [Master Plumber City Registration](#) (water permit†) .....  N/A
- Copy of Master Plumber's and/or Contractor's [Insurance\(s\)](#)
- Water System Statement of Understanding (water permit only, see [Application Packet](#)) .....  N/A
- Sewer Statement of Understanding (sewer permit only, see [Application Packet](#)) .....  N/A
- [Letter\(s\) of Authorization](#) for an Agent to submit the application on behalf of the .....  N/A  
Master Plumber and/or Contractor (must be provided on company letterhead)
- Copy of Invoice Payment Receipt (invoice will be issued after submission and review of above documents)

\* A ROW Permit is not required when reconnecting an existing service on private property.

† Water permit work must be completed by a Master Plumber registered with the City of Detroit.

After the complete permit package, which includes the above items, has been received by DWSD it may take 3-5 days for a water and/or sewer service permit to be issued. The permit processing time depends upon the complexity of the submittal, payment of the invoice, and may take more than 5 days.



Detroit Water and Sewerage Department  
 6425 Huber Street  
 Detroit, MI 48211

## INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS FOR PERMITTEES INSTALLING WATER AND/OR SANITARY SERVICES

**SEC. 1 TYPES REQUIRED AND AMOUNTS OF COVERAGE:**

Each Master Plumber and/or Contractor applying for a Permit for Water Service or Sanitary Service Installation, respectively, shall be required to effect and maintain insurance in the types and amounts listed below while installing water or sanitary services. Such insurance shall be from a company licensed to do business in the State of Michigan.

<u>TYPE</u>	<u>MINIMUM AMOUNT OF COVERAGE</u>
A) Workmen’s Compensation	Statutory
B) Master Plumber and/or Contractor’s Liability	
1. Public Liability (bodily injury)	\$1,000,000.00 each occurrence
2. Property Damage (including full coverage for the “X”, “C” and “U” Hazards)	\$500,000.00 each occurrence \$1,000,000.00 aggregate
C) Master Plumber’s and/or Contractor’s and Owner’s Protective Liability with the City of Detroit, the Board of Water Commissioners, the Detroit Water and Sewerage Department and their employees and agents as additional named insured	
1. Public Liability (bodily injury)	\$1,000,000.00 each occurrence
2. Property Damage (including full coverage for the “X”, “C” and “U” Hazards)	\$500,000.00 each occurrence \$1,000,000.00 aggregate

**SEC. 2 EVIDENCE OF INSURANCE**

A Certificate of Insurance, with a policy number and at least the minimum amount of coverage noted for each type of insurance required, the additional named insured listed above and that fifteen (15) days notice of cancellation or a major change will be given to DWSD Permits, noted thereon will be minimum acceptable evidence of insurance. The certificate shall be signed by an authorized agent of the company or companies issuing the policy.



Detroit Water and Sewerage Department  
6425 Huber Street  
Detroit, MI 48211

## WATER & SEWER SERVICE INSTALLATION REQUIREMENTS

Plumber/Contractor does all work under Detroit Water and Sewerage Department (DWSD) inspection, including supplying all materials, excavating, laying pipe, tapping of main/sewer, etc.

*APPLICATION FOR WATER AND SEWER SERVICE SIGNED BY OWNER AND MASTER PLUMBER/CONTRACTOR, LEGAL DESCRIPTION OF PROPERTY, RIGHT-OF-WAY PERMITS, PLUMBING/CONTRACTOR FIRM REGISTRATION, CERTIFICATES OF INSURANCE, WATER SYSTEM AND/OR SEWER STATEMENT OF UNDERSTANDING, LETTERS OF AUTHORIZATION, AND PERMIT FEE PAYMENTS, AS APPLICABLE, MUST BE PRESENTED PRIOR TO THE ISSUING OF ANY WATER AND SEWER PERMIT.*

*PERMITS ARE VALID FOR ONE YEAR FROM ISSUE DATE.*

### INSPECTION REQUIRED

All water and sewer services being connected to DWSD water mains or sewers, or reconnected to existing services, must be inspected and approved by a DWSD inspector before backfilling.

All work of installing water or sanitary services shall be done under inspection by the DWSD, in accordance with the requirements of the Rules and Regulations and the Standard Specifications for Water and Sewer Installation and Maintenance. A minimum of 7 business days notice of the need for inspection shall be given to the DWSD by submitting a request by phone. Any work done without inspection shall be exposed and may be required to be removed and redone, as determined by the DWSD.

CALL FOR INSPECTION REQUEST 7 BUSINESS DAYS IN ADVANCE AT:

**313-267-8092**



Detroit Water and Sewerage Department  
6425 Huber Street  
Detroit, MI 48211

## SEWER CONNECTION INFORMATION

### RESPONSIBILITY FOR "WYE" CONNECTIONS ON PUBLIC SEWERS

During the installation of a private sewer connection at the public sewer, the DWSD Inspector shall thoroughly view the type of private connecting pipe and record its condition. The Inspector shall also be allowed to view and record the condition of a City owned "wye" connection. Since the City owns the "wye" that is firmly fixed to the public sewer, it is the City/DWSD's responsibility if this pipe fails at the connection to the public sewer only. However, if the bell or the barrel of the City owned "wye" fails thereby causing the private line to become separated, this repair is the responsibility of the property owner because the property owner or the owner's contractor was responsible for placing proper bedding (concrete) around the "wye".

### SADDLES AND OTHER CONNECTIONS

During the installation of a private sewer connection at the public sewer, the DWSD Inspector shall thoroughly view the type of private connecting pipe and record its condition. When saddles or other types of connections are attached to the public sewers via orifices cut into public sewers, this entire connection is always the responsibility of the property owner. In addition, the section of pipe in the public sewer where the orifice(s) was made for the saddle or pipe connection(s) shall be maintained at the property owner's expense.



**SAMPLE LETTER OF AUTHORIZATION**

PLUMBING SERVICE  
5555 Woodbridge St  
Detroit, MI 48207  
313-555-5555



Detroit Water and Sewerage Department  
Permits Division  
6425 Huber Street  
Detroit, MI 48211

November 10, 2020

RE: Water Service Permit for 5555 Schoenherr Street, Detroit, MI 48205

To Whom It May Concern:

I, Mario Segale, Master Plumber, hereby authorize Joe Smith, the homeowner, to pull the water service permit upon issuance for 5555 Schoenherr Street on my behalf.

If you have any questions or concerns, feel free to contact me at 313-555-5555.

Sincerely,

*Mario Segale*

Mario Segale  
Master Plumber

**SAMPLE PLUMBER CERTIFICATION LETTER**

PLUMBING SERVICE  
5555 Woodbridge St  
Detroit, MI 48207  
313-555-5555



Detroit Water and Sewerage Department  
Permits Division  
6425 Huber Street  
Detroit, MI 48211

November 10, 2020

RE: Sewer at 5555 Schoenherr Street, Detroit, MI 48205

To Whom It May Concern:

Upon video inspection of the sewer at 5555 Schoenherr Street on November 2, 2020, I certify that the sewer is open and flowing and there are no connection problems. A CCTV camera was used to check the connection.

If you have any questions or concerns, feel free to contact me at 313-555-5555.

Sincerely,

*Mario Segale*

Mario Segale  
Master Plumber