



**Water & Sewerage
Department**

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

DEMOLITION CLEARANCE & HYDRANT PERMIT APPLICATION PACKET

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DWSD-Permits@detroitmi.gov

detroitmi.gov/dwsd



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REQUIREMENTS TO ISSUE A DEMOLITION CLEARANCE & HYDRANT USE PERMIT

The Customer or Owner of the property being served by a service or services where the building is scheduled to be demolished must have the service “Paid to Be Discontinued”. Once all requirements have been met, DWSD will disconnect the service or services and issue a Demolition Clearance Letter. The Demolition Clearance Letter is required by the Buildings, Safety Engineering, and Environmental Department (BSEED) prior to issuance of a wrecking permit.

1. Understanding the Demolition Clearance Process and Fire Hydrant Use Application

The Understanding the Demolition Clearance Process and Fire Hydrant Use Application must be filled out and signed prior to demolition activities in order to have to have any existing services discontinued and obtain a Fire Hydrant Use Permit. This form as well as the following outlined documents shall be submitted via the DWSD Demolition Clearance and Fire Hydrant Use [submittal form](#).

Note: Should additional documents be required after submittal using the online form, these shall be submitted via email to DWSD-Permits@detroitmi.gov with “Demolition and Fire Hydrant Use” and your service address as the subject line.

There are three (3) options available for fire hydrant use permitting for the purposes of demolitions:

I. 4-Hour Permit

The 4-hour permit is exclusive to residential demolitions. It allows the use of one fire hydrant for four hours for the demolition of one house. If multiple houses are being demolished, a separate hydrant permit will be required for each house. The water usage is not metered for this permit and the cost is based on a fixed fee.

II. 16-Hour Permit

The 16-hour permit is exclusive to commercial demolitions. It allows the use of one fire hydrant for 16 hours for the demolition of one commercial building. The water usage is not metered. If a site contains multiple buildings, a separate hydrant permit will be required for each building. The water usage is not metered for this permit and the cost is based on a fixed fee.

III. Metered Hydrant Permit

The metered hydrant permit is not exclusive to demolition but may be requested for demolition purposes. It allows the use of one fire hydrant for six months to a year. The water usage is metered, and the applicant will receive a monthly bill based on the actual amount of water used.

2. Site Plan

A site plan shall be provided for all non-residential demolitions. Any and all services proposed to be discontinued shall be highlighted.

3. Recorded Deed

A copy of the Recorded Deed shall be supplied to prove ownership of the property.

4. Letter of Authorization

If the applicant is not the property owner of record as indicated on the Recorded Deed, a letter of authorization will be required. With this letter, the property owner of record may give written permission for an Agent to secure a Demolition Clearance Letter and Fire Hydrant Use Permit.



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DEMOLITION CLEARANCE & HYDRANT USE PERMIT CHECKLIST

The following items must be submitted in order to obtain a Demolition Clearance Letter and Fire Hydrant Use Permit:

- Understanding the Demolition Clearance Process and Fire Hydrant Use Application
- Site Plan (non-residential) N/A
- Recorded Deed
- Letter(s) of Authorization for an Agent to submit the application on behalf of the property owner of record. N/A

After the complete packet, which includes the above items, has been received by DWSD, an invoice will be sent to the applicant. Upon confirmation of payment, the Fire Hydrant Use Permit will be issued and the service will be scheduled to be disconnected. After the service has been disconnected, a money letter will be sent for any account balance, damaged meter equipment, and/or unrecovered meters as applicable. Upon confirmation of payment, the Demolition Clearance Letter will be issued.



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UNDERSTANDING THE DEMOLITION CLEARANCE PROCESS & APPLICATION FOR FIRE HYDRANT USE

THIS FORM MUST BE ON FILE IN OUR OFFICE BEFORE DEMOLITION CLEARANCE AND A HYDRANT PERMIT IS ISSUED

APPLICANT INFORMATION

Applicant Name: _____

Company/Organization Name: _____

Address: _____

Phone No.: _____ Email: _____

Property Owner's Name (if different from Applicant): _____

DEMOLITION INFORMATION

Demolition Property Address: _____

Account Number(s): _____

Do you plan to build on the above-listed site(s) and wish to reuse the current water service?* Yes No

Demolition Company: _____

Demolition Company Contact Person: _____

Phone No.: _____ Email: _____

*Reuse of water service is not guaranteed. DWSD will review this request to determine eligibility.

HYDRANT USE INFORMATION

Type of Use: Residential Demolition Commercial Demolition Demolition – Other

Hydrant Use Purpose: _____

Address at Hydrant: _____

Duration: 4 hours – Non-Metered (Residential Demolition Only)
 16 hours – Non-Metered (Commercial Demolition Only)
 Six (6) Months to a Year – Metered

Hydrant Use Start Date: _____ Hydrant Use End Date: _____

For Metered Use Only: Billing Name (if different): _____

Billing Address (if different): _____

HYDRANT REGULATIONS & CERTIFICATION

This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis.

1. Provide documentation of the site that shows facility location, hydrant location(s), address, street names, and north arrow.
2. Permitted users are responsible for the following:
 - a. Any damage to the fire hydrant outside of normal usage.
 - b. Having a knowledgeable individual to operate the hydrant.
 - c. Hydrant to be properly turned on/off and drained after use.
 - d. Disconnect hoses from hydrant when not in use.
 - e. Use an approved backflow preventer to eliminate any possibility of contamination of the water supply in accordance with current cross connection control policies.
 - i. Prior to use, the backflow preventer shall be tested by a certified backflow preventer tester.
 - f. They hydrant must be accessible for emergency service at all times.
 - g. The contractor that may operate a hydrant shall confirm they viewed the training video and conducted proper training along with a supplying the correct tool list to their on-site personnel.
 - i. <https://sendvid.com/9dm313k2>
3. Fire Hydrant Use Permit shall be kept on site at all times while the fire hydrant is being used.
4. All requests which are determined that metering of the water usage is needed will require a meter deposit and coordination with DWSD on meter install.
5. *DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD facilities. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD facilities are involved. If the water main and/or sewer facilities are broken or damaged as a result of any action on the part of the contractor, the contractor shall be liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer facilities.*

I, the undersigned, do hereby indicate that all information contained in this application, accompanying plans, and attachments are complete and accurate to the best of my knowledge and agree to abide by the above regulations.

Signature: _____ Date: _____

UNDERSTANDING THE DEMOLITION CLEARANCE PROCESS REGULATIONS & CERTIFICATION

To obtain a Demolition Clearance, you must read this entire understanding, sign it, and fulfill the requirements below.

Water is transported to a property through a service. A service is an underground pipe extending from the City's water main to the property served. A water meter is installed on that service to register usage. A Demolition Clearance confirms the disconnection of all unused water services, water meter(s) removal, and payment-in-full of all charges. An unrecovered meter charge may apply.

The Customer or Owner of the property being served by a service or services which are unused, with no intention of future use or where the building is razed or scheduled to be razed must have the service "Paid to Be Discontinued". Any and all unused water services to a property or properties must be paid to be discontinued prior to any new service applications being accepted.

SAMPLE LETTER OF AUTHORIZATION

Joe Smith
5555 Schoenherr Street
Detroit, MI 48205

Detroit Water and Sewerage Department
Permitting and Stormwater Group
6425 Huber Street
Detroit, MI 48211

November 10, 2020

RE: Understanding the Demolition Clearance Process Form for 5555 Schoenherr Street, Detroit, MI 48205

To Whom It May Concern:

I, Joe Smith, the record property owner at 5555 Schoneherr Street, hereby authorize ABC Demolition Co. to submit the Understanding the Demolition Clearance Process form on my behalf for the disconnection of my water service.

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

Sincerely,

Joe Smith

Joe Smith