



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

WATER & SEWER SERVICE PERMIT APPLICATION FORM PACKET

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DWSD-Permits@detroitmi.gov

detroitmi.gov/dwsd



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](#)
- 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 (WCRC)
 - Attached ROW Permit from the Michigan Department of Transportation (MDOT)
- Copy of Master Plumber [City Registration](#)* (water or sewer permit‡) N/A
- Copy of Contractor's [City Registration](#)* (sewer permit only‡) N/A
- Copy of Master Plumber's and/or Contractor's Insurance(s)*
- [Water System Statement of Understanding](#) (water permit only) N/A
- [Sewer Statement of Understanding](#) (sewer permit only) 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)

* Refer to the [Water and Sewer Service Permit Application Guide](#) for additional information.

† 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. Sewer permit work may be completed by either a Master Plumber or a Contractor 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.



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APPLICATION FOR WATER AND SEWER SERVICE

I do hereby certify that I am the Owner of the property described below, and as such,
I do hereby apply for (check all that apply):

New Water Service Tap **New Sewer Service Tap** **Deduct Meter Installation**
 Reconnect Existing Water Service **Reconnect Existing Sewer Service** **Irrigation-Only Meter Installation**

to said property. In consideration thereof, I agree to abide by the rules and regulations of the Board of Water Commissioners and acknowledge my acceptance to validate this Application. I also acknowledge that the Master Plumber (water service or sewer service) and/or Contractor (sewer service only), whose signature appears below, is authorized by me to order the service connection and water meter (if applicable) as specified below.

OWNER INFORMATION

Owner's Name: _____

Owner's Address: _____

Owner's Telephone Number: _____

Owner's Email Address: _____

Owner's Signature: _____ Date: _____

PROPERTY DESCRIPTION

Address: _____

Cross Streets: _____

Subdivision: _____

Lot Number: _____ Lot Size: _____ Sq.Ft. Acres

Parcel ID: _____ Side of Street: _____

TYPE OF BUILDING

Building Use: _____

Residential Commercial Industrial Municipal Other
 New Bldg. Existing Bldg. Temp. Bldg.

Applications for service connections are subject to cancellation if for any reason the water or sanitary service is not installed within one (1) year from date of permit issuance. In such cases, the permit fee may be refunded to payor.

APPLICATION FOR WATER SERVICE CONNECTION

DESCRIPTION OF SERVICE CONNECTION DESIRED

Permanent Temporary

Water Service Size (in): _____

Domestic Fire

Meter Size (in): _____

Detector Check Valve Size (in): _____

Meter Location: _____

If corner lot, which street is water tap to be made on? _____

MASTER PLUMBER INFORMATION

Plumber's Name: _____

Plumber's Company: _____

Plumber's Address: _____

Plumber's Telephone Number: _____

Plumber's Email Address: _____

Plumber's City Registration: _____

I, the undersigned, do hereby apply for installation of the service connection specified above to the property described on page 1, and in consideration thereof agree to perform my work in connection therewith in accordance with the rules and regulations of the Board of Water Commissioners and in accordance with the requirements denoted in the permit attachment. Furthermore, I do hereby certify that I have read and understand the following provision: "DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD assets. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD assets are involved. If the water main and/or sewer assets/infrastructure/facilities are broken or damaged as a result of any action as part of this construction activity related to the Master Plumber's work, the Master Plumber shall be held liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer assets/infrastructure."

Plumber's Signature: _____ Date: _____

OFFICE USE

Cycle/Route/Area: _____ Sec Map: _____

Water Main Size (in): _____

Street Width (ft): _____

Tap: _____

Address of Service to be Discontinued: _____

Issuer: _____

Date: _____

Service Connection Number: _____

APPLICATION FOR SEWER SERVICE CONNECTION

DESCRIPTION OF SERVICE CONNECTION DESIRED

Permanent Temporary

Gravity Sewer

Sanitary Sewer Service Size (in): _____ Storm Sewer Service Size (in): _____

Depth of Existing Sewer (ft): _____

If corner lot, which street is sewer tap to be made on? _____

CONTRACTOR (OR MASTER PLUMBER) INFORMATION

Contractor's Name: _____

Contractor's Company: _____

Contractor's Address: _____

Contractor's Telephone Number: _____

Contractor's Email Address: _____

Contractor's City Registration: _____

I, the undersigned, do hereby apply for installation of the service connection specified above to the property described on page 1, and in consideration thereof agree to perform my work in connection therewith in accordance with the rules and regulations of the Board of Water Commissioners and in accordance with the requirements denoted in the permit attachment. Furthermore, I do hereby certify that I have read and understand the following provision: "DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD assets. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD assets are involved. If the water main and/or sewer assets/infrastructure/facilities are broken or damaged as a result of any action as part of this construction activity related to the Contractor's work, the Contractor shall be held liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer assets/infrastructure."

Contractor's Signature: _____ Date: _____

OFFICE USE

Cycle/Route/Area: _____ Sec Map: _____

Sanitary Sewer Size (in): _____ Storm Sewer Size (in): _____

Street Width (ft): _____

Tap: _____

Address of Service to be Discontinued: _____

Issuer: _____

Date: _____

Service Connection Number: _____



WATER SERVICE STATEMENT OF UNDERSTANDING

UNDERSTANDING CONCERNING WATER SERVICE INSTALLATION

Owner and Master Plumber are required to read this entire notice. Master Plumber's signature indicates concurrence with this entire notice.

A water service is defined as: "A pipe line from a water main to an individual customer's meter, including all pipes, valves and appurtenances thereto between the water main and the meter."

The water service installation process is complete/approved when the water service has passed inspection and a Department approved water meter is installed on that service. The Detroit Water and Sewerage Department (DWSD) may refuse to accept applications for installation of water service from any Master Plumber who has outstanding work which has not been installed in accordance with the rules, regulations and standards of DWSD.

The Master Plumbers agrees to call DWSD's Permit Unit (313) 267-8000 a minimum of five (5) days prior to the date internal plumbing is ready for water meter installation to schedule an appointment. DWSD's water meter installers will come out within the scheduled appointment window to install the water meter. An adult must be at the premises during the scheduled appointment window to admit DWSD's meter setter. Water meter installation must occur to complete the water service installation process for this application. No water service will be turned on until the meter setting has been inspected and approved by the Meter Operations Division of DWSD. No person other than an authorized representative of the Department shall at any time or in any manner operate or cause to be operated any valve in or connected with a water main, water service, or fire hydrant or tamper with or otherwise interfere with any water meter, detector check valve, or other part of the water system. Service turned on by anyone other than authorized DWSD personnel is subject to be turned off without notice.

DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD assets. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD assets are involved. If the water main and/or sewer assets/infrastructure/facilities are broken or damaged as a result of any action as part of this construction activity related to the Master Plumber's work, the Master Plumber shall be held liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer assets/infrastructure.

Master Plumber's Signature: _____ Date: _____

Master Plumber's Name: _____

Registration Number: _____

Phone Number: _____

Email Address: _____

Service Address: _____

Account Number: _____



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SEWER SERVICE STATEMENT OF UNDERSTANDING

DIRECTION TO INSPECT PUBLIC SEWERS PRIOR TO EXCAVATING IN PUBLIC RIGHT-OF-WAYS

Contractor is required to read this entire notice. Contractor's signature indicates concurrence with this entire notice.

Due to basement flooding complaints against the Detroit Water and Sewerage Department (DWSD) resulting from blocked public sewers, all Contractors are herein required to take action as follows:

1. Prior to commencing work in the public right-of-way for the purpose of service connections, the Contractor is herein required to visually inspect the upstream manhole to determine flow conditions in the public sewer system (the public right-of-way is classified as an alley, an easement, or a street).
2. Furthermore, if 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.
3. If the public sewer is sluggish, not flowing, showing signs of poor flow characteristics, or in any other way damaged, DWSD's Maintenance Division (through the Sewer Permit Inspector) should be notified immediately. Upon proper and timely notification, DWSD will respond to the site as expeditiously as possible and clean and/or repair the public line.

If the Contractor fails to properly carry out the sewer inspection request as directed herein and if the public sewer is found to be blocked after the work has commenced, this non-action by the Contractor will result in total sewer cleaning by DWSD to remove any blockages deemed to be caused by the Contractor's operations.

Please be further informed that all cost related to cleaning the public sewer by DWSD will be billed to the Contractor's company. In addition, the Board of Water Commissioners will recommend and pursue a course of action toward revoking the approved Contractor's City Registration if said charges are not paid to the Department. Further, when an excessive number of such incidences occur (3 to 4 per year) as a result of the Contractor's work, the Board will also recommend that the Contractor's City Registration be revoked. All claims of flooded basements filed against DWSD resulting from the Contractor's work will be passed on to the Contractor and their insurance carrier.

DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD assets. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD assets are involved. If the water main and/or sewer assets/infrastructure/facilities are broken or damaged as a result of any action as part of this construction activity related to the Contractor's work, the Contractor shall be held liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer assets/infrastructure.

Contractor's Signature: _____ Date: _____

Contractor's Name: _____

Registration Number: _____

Phone Number: _____

Email Address: _____

Service Address: _____



DEDUCT METER TERMS AND CONDITIONS

By signing this document you represent that you are authorized to request a Deduct Meter at the property address below. Your signature and acceptance of Deduct Meter means you agree to the following terms and conditions of the Detroit Water & Sewerage Department (DWSD) for the duration of service:

- I will pay all applicable rates and charges as established from time to time by the Board of Water Commissioners, and that said charges shall be a lien against the property and become effective immediately upon service to the property unless proper proof of tenant's responsibility to pay is on file with DWSD.
- I understand and agree that payment of rates and charges must be paid by the due date shown on the bill. In the event of late payment, penalties will be imposed.
- I understand that if my account becomes delinquent, DWSD may interrupt service until the account is paid in full or I enter into an approved payment plan. A reconnection charge may be imposed. DWSD may transfer its lien to the property tax roll for collection of the delinquent balance as provided by law. DWSD may also elect to sue for collection of delinquent amounts owed.
- I agree to provide valid identification and a Social Security or Tax Identification Number. Non-U.S. Citizens must provide photo identification.
- I agree to notify DWSD when moving from (vacating) a property.
- I understand that a Deduct Meter will not be turned on until an Automatic Meter Reading (AMR) meter is installed on my Domestic Primary Water Meter and that the property owner, landlord or tenant is responsible for making necessary plumbing repairs to support installation of AMR devices.
- I will not allow any person other than an authorized representative of DWSD to connect or reconnect service.
- I will not allow any person other than an authorized representative of the DWSD to operate or cause to be operated any valve in or connected with a water main, water service, or fire hydrant, or tamper with or otherwise interfere with any water meter, deduct meter, detector check valve, or other part of the water system.
- If DWSD detects a device, scheme, or tampering that avoids or attempts to avoid full payment for water service, I may be subject to fines, service interruption and/or immediate removal of utility equipment and service from the premises or legal action.
- I agree to keep the area around DWSD's Deduct Meter clean and free of hazardous materials and I agree to provide safe access to DWSD employees to enter the premises at any reasonable time to read, install, remove, exchange, maintain, test or upgrade the Deduct Meter and associated devices.
- I understand that the property owner is responsible for the water service line from the water meter to the curbstop (turn-on/turn-off valve) near the sidewalk. DWSD is responsible for the portion from the curbstop to the water main.

Signature

Property Address

Date