



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

#### 1. Permit Engineering Approval

Obtain DWSD Permit Engineering Approval of drawings/plans. Drawings/plans shall have requested service connection(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

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

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

##### II. Right-of-Way Permit

A Right-of-Way (ROW) permit is required when working in the ROW. 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/Contractor Registration**

A copy of the Master Plumber's and/or Contractor's current City of Detroit Registration. Water service work is required to be performed by a registered Master Plumber. Sewer work may be performed by either a registered Master Plumber or registered Contractor. 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.

The “DWSD Water and Sewer Service Fees” document may be found at: [Information About DWSD Water & Sewer Bills](#)

Fees are established by the Detroit Board of Water Commissioners and are subject to change.

**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 application for your reference.
- II. A request to use part of an existing water 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 material is ductile iron (services  $\geq 3$ ”).
  - b. The service is at least 3/4” diameter in size.
  - c. The service is in usable condition.
- 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.)