



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:

- 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 [Requirements to Issue DWSD Permit](#) for additional information.

† 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):

Water Service

Sewer Service

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) and/or Contractor (sewer service), 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 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 below 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: _____ | |



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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.

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Contractor's Signature: _____ Date: _____

Contractor's Name: _____

Registration Number: _____

Phone Number: _____

Email Address: _____

Service Address: _____