

**PLUMBING PERMIT APPLICATION  
CITY OF MONROE  
120 E. FIRST STREET  
MONROE, MI 48161  
(734) 384-9186  
FAX: (734) 384-9108**

**I. JOB LOCATION**

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		
Street Address & Job Location (Street No. and Name)	City/Village	Township	County

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor	Name		License Number	Expiration Date
<input type="checkbox"/> Homeowner				
Address (Street No. and Name)		City	State	Zip Code
Telephone Number	Social Security Number	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)		

**III. TYPE OF JOB**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection Only		<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. PLAN REVIEW REQUIRED**

Have plans been submitted? (See below for plan review requirements before completing this section.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NOT REQUIRED
Plans are not required for the following:			
<ol style="list-style-type: none"> <li>1. One- and two-family dwelling containing not more than 3,500 square feet of building area.</li> <li>2. Alterations and repair work determined by the plumbing official to be of a minor nature.</li> <li>3. Assembly, Business, Mercantile, and Storage buildings with a required plumbing fixture count less than 12.</li> <li>4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.</li> </ol>			
If work being performed is described above, answer Section IV. <b>"Not required."</b>			
Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. <b>PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.</b>			

**V. APPLICANT SIGNATURE**

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.	
Signature of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI Homeowner Affidavit.	
<b>X Signature</b> _____	<b>Date</b> _____

**VI. HOMEOWNER AFFIDAVIT**

I hereby certify the plumbing work described on this permit application shall <b>be installed by myself in my own home</b> which I am living or about to occupy. All work shall be installed in accordance with the Plumbing code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of Monroe Plumbing Inspector. I will cooperate with the City of Monroe Plumbing Inspector and assume the responsibility to arrange for necessary inspections.
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**VIIa. FEE CLARIFICATION**

ITEM #2, MOBILE HOME UNIT SITE: WHEN item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. WHEN setting a mobile home in a park, or a mobile or modular home on private property, a permit should include the application fee, a sewer or building drain, and a water service or water distribution pipe.
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**COMPLETE APPLICATION ON BOTH PAGES, PRINT & SIGN**

**ViiB. FEE CLARIFICATION** (continued)

**ITEM #3, FIXTURES, FLOOR DRAINS, SPECIAL DRAINS & WATER CONNECTED APPLIANCES INCLUDE**

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Bed Pan Washer	Water Softener		Water Connected Dental Chair
Autopsy	Water Connected Still				Water Connection to Carbonated Beverage Dispensers

**PLUS ANY OTHER FIXTURE DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED**

**VIII. FEE CHART** – Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$50.00	<b>1</b>	<b>\$50.00</b>
2. New Single Family (2 ½ baths)	\$145.00		
3. Water Heaters	\$30.00		
4. Fixtures, floor drains, special drains, water connected appliances	\$7.00/ea.		
5. Stacks (soil waste, vent and conductor)	\$7.00/ea.		
6. Sewage ejectors, sump pump	\$7.00/ea.		
7. Sub-soil drains	\$7.00/ea.		
<b>Sewers</b> (sanitary, storm, or combined)			
8. Less than 6"	\$30.00		
9. 6" & Over	\$30.00		

	FEE	# ITEMS	TOTAL
10. Manholes, Catch Basins	\$25.00		
11. Water Distribution Pipe	\$30.00		
12. Reduced pressure zone back-flow preventer	\$10.00/e		
13. Sewer Plugs	\$30.00		
15. Medical Gas System	\$45.00		
16. Special/Safety Insp. (includes cert. fee)	\$50.00		
17. Additional Inspection	\$50.00		
18. Final Inspection	\$50.00		
19. Contractor Registration	\$25.00 yr		
20. Re-instate expired permit	\$50.00		

\*See VIIa. FEE CLARIFICATIONS, Item #2 on front

**Make checks payable to "CITY OF MONROE"**

**Starting work without a permit will be equal to the amount of permit**

**TOTAL FEES**

**BRIEF DESCRIPTION OF WORK BEING DONE:**

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Plumbing work shall not be started until the permit has been issued by the City of Monroe Building Department. All installations shall be in conformance with the State of Michigan Plumbing Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call the City of Monroe Building Department **(734-384-9186)**. Please provide 24 hr notice. The inspector will need the **job location and permit number.**

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**OFFICE USE**

License:  Yes  No      Check: # \_\_\_\_\_ \$ \_\_\_\_\_      Returned: \_\_\_\_\_ Date \_\_\_\_\_ Reason \_\_\_\_\_  
 Mailed: \_\_\_\_\_ Date \_\_\_\_\_      Picked-Up: \_\_\_\_\_ Date \_\_\_\_\_  
 Comments: \_\_\_\_\_