Community Development Department
45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415 Phone
(248) 735-5600 Facsimile
www.cityofnovi.org

Permit Number: PP _____

PLUMBING PERMIT APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/OWNER INFORMATION

PROJECT/SUBDIVISION NAME		
ADDRESS	LOT/SUITE #	
CITY	ZIP CODE	
NAME OF OWNER OR LESSEE		AUTHORITY: P.A. 203 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED
PHONE NUMBER OF OWNER OR LESSEE ☐ TELEPHONE NUMBER _____ ☐ CELL NUMBER _____		Has a building permit been obtained for this project? ☐ Yes – Permit # _____ ☐ Not Required

II. APPLICANT INFORMATION

☐ CONTRACTOR ☐ HOMEOWNER	LICENSE HOLDERS NAME	CONTRACTOR LICENSE NUMBER
COMPANY NAME		MASTER LICENSE NUMBER
ADDRESS (STREET NUMBER AND NAME)		LICENSE EXPIRATION DATE
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	CELL NUMBER	FAX NUMBER
EMAIL ADDRESS		FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)
WORKMANS COMP. INSURANCE CARRIER (OR REASON FOR EXEMPTION)		MESC EMPLOYER NUMBER (OR REASON FOR EXEMPTION)

III. TYPE OF JOB (ENTER WORK DESCRIPTION ON BACK PAGE)

☐ SINGLE FAMILY ☐ NEW ☐ PRE-MANUFACTURED HOME SETUP (STATE APPROVED) ☐ SEWER ONLY ☐ WATER SERVICE ONLY
☐ OTHER ☐ ALTERATION ☐ WATER HEATER ☐ OTHER _____

IV. PLAN REVIEW REQUIRED (PLANS MUST BE SUBMITTED WITH AN APPLICATION, EXCEPT AS LISTED BELOW)

Plans must be submitted with an application, except as listed below.

Plans are not required for the following:

1. One- and two-family dwellings not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Building with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than $15,000.00.

If work is being performed is described above, check box below **"Plans Not Required."**

☐ **Plans Not Required**

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 1980 PA 299 and shall bear that architect's or engineer's seal and signature. A Plumbing permit will not be issued until required plans have been reviewed and approved.

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**)	DATE
PRINT NAME	

PLUMBING PERMIT APPLICATION

VI. HOMEOWNER AFFIDAVIT

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

VII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Plumbing work shall not be started until the Plumbing Permit has been issued by the City of Novi Community Development Department. All installations shall be in conformance with the State Plumbing Code. **No work shall be concealed until it has been inspected. Inspection requests must be made at cityofnovi.org.** When ready for an inspection, log onto the website 24 hours in advance and no later than 3:30 p.m. You will need the job address and permit number in order to request an inspection. Any questions regarding plumbing permits and inspections can be directed to the inspector between 8-9 a.m. and 4-5 p.m.

VIII. FEE CLARIFICATION

Item #2 Mobile Home Unit Site: When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites. When installing a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor. When installing a HUD mobile home or a pre-manufacture home on private property, a permit must include the application fee, service and feeder.

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

WORK DESCRIPTION:

		FEE	# ITEMS	TOTAL
1.	Application Fee (non-refundable)	$35.00	**1**	**$35.00**
2.	Fixtures, Floor drains, special drains, water connected appliance, etc.	$6.00 ea.		
3.	Stacks (soil, waste, vent & conductors)	$6.00 ea.		
4.	Sewage ejectors, sumps	$6.00 ea.		
5.	Sub-soil drains	$6.00 ea.		
6.	Water Service less than 2"	$6.00		
7.	Water Service 2" to 6"	$30.00		
8.	Water Service over 6"	$60.00		
9.	Building Drain	$6.00		
10.	Sewers Less than 6" (sanitary, storm, or combined)	$6.00		
11.	Sewers 6" & over (sanitary, storm, or combined)	$30.00		
12.	Manholes, Catch Basins	$6.00 ea.		
13.	¾" Watering Distribution Pipe	$6.00		
14.	1" Watering Distribution Pipe	$12.00		
15.	1 ¼" Watering Distribution Pipe	$18.00		
16.	1 ½" Watering Distribution Pipe	$24.00		
17.	2" Watering Distribution Pipe	$30.00		
18.	Over 2" Watering Distribution Pipe	$35.00		
19.	Back-flow preventers (each)	$6.00		
20.	Domestic Water Treatment & Filtering Equipment Only	$6.00 ea.		
21.	Stub-ups (Underground Only)	$6.00 ea.		
22.	Medical Gas (per opening)	$6.00		
23.	Additional Inspection	$60.00		
24.	Final Inspection (includes rough & final inspection)	$60.00	**1**	**$60.00**
25.	Contractor Registration	$15.00		

TOTAL PERMIT FEE	

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 CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $50.00.**