



**PLUMBING PERMIT APPLICATION**  
COMMUNITY DEVELOPMENT DEPARTMENT

Revised 10/30/07

45175 W Ten Mile Rd  
Novi, Michigan 48375  
[www.cityofnovi.org](http://www.cityofnovi.org)

AUTHORITY:	P.A. 230 OF 1972, AS AMENDED
COMPLETION:	MANDATORY TO OBTAIN PERMIT
PENALTY:	PERMIT CAN NOT BE ISSUED

**I. JOB LOCATION**

(248) 347-0415 (248) 735-5600 fax (248) 347-0480 Automated Inspection Hotline

Name of Owner/Agent		Has Building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required		Subdivision/Project Name	
Street Address & Job Location (Street No. and Name)			City	Zip Code	County Oakland
Lot/Unit Number					

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name		State Perm I.D. Number	Expiration Date
Address (Street No. and Name)		City	State	Zip Code
Telephone Number	Fax Number	Cell Phone 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"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
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**IV. PLAN REVIEW REQUIRED**

**Have plans been submitted?** (See below for plan review requirements before completing this section.)  
 YES  NO  NOT REQUIRED

**Plans are not required** for the following:

- One and two family dwelling containing not more than 3,500 square feet of building area.
- Alterations and repair work determined by the plumbing official to be of a minor nature.
- Assembly, Business, Mercantile, and Storage buildings with a required plumbing fixture count less than 6.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, answer Section IV. "**Not required**" and circle the section that applies.

**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.  
**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

**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 ( <u>Homeowner's signature indicates compliance with Section VI Homeowner Affidavit</u> )	Date
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**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 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 Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

# PLUMBING PERMIT APPLICATION

## 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.

### 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	Water Heater	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

ITEM #23, DOMESTIC WATER TREATMENT AND FILTERING EQUIPMENT: A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated waster piping in buildings if a permit is secured, required inspections performed, and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #23 (see item 3) for \$5.00 each, and the appropriate water distribution pipe (system) size fee.

ITEM #24, MEDICAL GAS SYSTEMS shall include the application fee and the estimated number of additional inspections in #21.

## VII. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1. Application fee ( <b>non-refundable</b> )	\$30.00	1	<b>\$30.00</b>
2. Mobile Home Park Site *	\$5.00 each		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each		
<input type="checkbox"/> 23. Domestic water treatment and filtering equipment <b>only**</b>			
<input type="checkbox"/> 25. Stub ups (underground only)			
4. Stacks (soil, waste, vent & conductors)	\$3.00 each		
5. Sewage ejectors, sumps	\$5.00 each		
6. Sub-soil drains	\$5.00 each		
Water Service			
7. Less than 2"	\$5.00		
8. 2" to 6"	\$25.00		
9. Over 6"	\$50.00		
10. Building Drain	\$5.00		
Sewers (sanitary, storm, or combined)			
11. Less than 6"	\$5.00		
12. 6" & Over	\$25.00		

	FEE	# ITEMS	TOTAL
13. Manholes, Catch Basins	\$5.00 each		
Watering Distributing Pipe (system)			
14. 3/4" Water Distribution Pipe	\$ 5.00		
15. 1" Water Distribution Pipe	\$ 10.00		
16. 1 1/4" Water Distribution Pipe	\$ 15.00		
17. 1 1/2" Water Distribution Pipe	\$ 20.00		
18. 2" Water Distribution Pipe	\$ 25.00		
19. Over 2" Water Distribution Pipe	\$ 30.00		
20. Back-flow preventers	\$5.00 each		
<input type="checkbox"/> 24. Medical Gas System***	\$45.00		
21. Additional Inspection	\$40.00		
22. Final Inspection	\$30.00	1	<b>30.00</b>

**TOTAL FEES**

- \* See VIIa. FEE CLARIFICATION, Item #2
- \*\* See VIIa. FEE CLARIFICATION, Item #23
- \*\*\* See VIIa. FEE CLARIFICATION, Item #24

**MAKE CHECKS PAYABLE TO CITY OF NOVI**

**IF YOU NEED A SEWER INSPECTION, YOU MUST ALSO CONTACT THE WATER DEPARTMENT AT 248-347-0496.**

### INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Plumbing work shall not be started until the applicaton for permit has been approved and issued by the City of Novi. All installations shall be in conformance with the State Plumbing Code. **No work shall be concealed until it has been inspected.** The telephone number for inspection requests will be provided on the permit form. When ready for an inspection, call the number provided 24 hours in advance no later than 3:30 pm. You will need the **job location and permit number** in requesting an inspection. Any questions regarding plumbing permits and inspections can be directed to the Inspector between 8-9 am and 4-5 pm.

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.**