



Detroit Water and Sewerage Department  
6425 Huber Street  
Detroit, MI 48211

# WATER & SEWER SERVICE PERMIT APPLICATION GUIDE

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[DWSD-Permits@detroitmi.gov](mailto:DWSD-Permits@detroitmi.gov)

[detroitmi.gov/dwsd](http://detroitmi.gov/dwsd)



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## 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.

**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 was installed after the year 1945.
  - b. The service material is type K copper (< 3”) or ductile iron (≥ 3”).
  - c. The service is at least 1” diameter in size.
  - d. 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.)



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## 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 Permit       N/A
- Copy of Master Plumber City Registration (water permit)       N/A
- Copy of Contractor's City Registration (sewer permit)       N/A
- Copy of Master Plumber's and/or Contractor's Insurance(s)
- Water System Statement of Understanding       N/A
- Sewer Statement of Understanding       N/A
- Letter(s) of Authorization for an Agent to submit the application on behalf of the Master Plumber and/or Contractor (must be provided on company letterhead)       N/A

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

I 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.

### 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: \_\_\_\_\_

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

I 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.

### 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: \_\_\_\_\_

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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## INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS FOR PERMITTEES INSTALLING WATER AND/OR SANITARY SERVICES

**SEC. 1 TYPES REQUIRED AND AMOUNTS OF COVERAGE:**

Each Master Plumber and/or Contractor applying for a Permit for Water Service or Sanitary Service Installation, respectively, shall be required to effect and maintain insurance in the types and amounts listed below while installing water or sanitary services. Such insurance shall be from a company licensed to do business in the State of Michigan.

<u>TYPE</u>	<u>MINIMUM AMOUNT OF COVERAGE</u>
A) Workmen’s Compensation	Statutory
B) Master Plumber and/or Contractor’s Liability	
1. Public Liability (bodily injury)	\$1,000,000.00 each occurrence
2. Property Damage (including full coverage for the “X”, “C” and “U” Hazards)	\$500,000.00 each occurrence \$1,000,000.00 aggregate
C) Master Plumber’s and/or Contractor’s and Owner’s Protective Liability with the City of Detroit, the Board of Water Commissioners, the Detroit Water and Sewerage Department and their employees and agents as additional named insured	
1. Public Liability (bodily injury)	\$1,000,000.00 each occurrence
2. Property Damage (including full coverage for the “X”, “C” and “U” Hazards)	\$500,000.00 each occurrence \$1,000,000.00 aggregate

**SEC. 2 EVIDENCE OF INSURANCE**

A Certificate of Insurance, with a policy number and at least the minimum amount of coverage noted for each type of insurance required, the additional named insured listed above and that fifteen (15) days notice of cancellation or a major change will be given to DWSD Permits, noted thereon will be minimum acceptable evidence of insurance. The certificate shall be signed by an authorized agent of the company or companies issuing the policy.



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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.

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.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Service Address: \_\_\_\_\_



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## WATER & SEWER SERVICE INSTALLATION REQUIREMENTS

Plumber/Contractor does all work under Detroit Water and Sewerage Department (DWSD) inspection, including supplying all materials, excavating, laying pipe, tapping of main/sewer, etc.

*APPLICATION FOR WATER AND SEWER SERVICE SIGNED BY OWNER AND MASTER PLUMBER/CONTRACTOR, LEGAL DESCRIPTION OF PROPERTY, RIGHT-OF-WAY PERMITS, PLUMBING/CONTRACTOR FIRM REGISTRATION, CERTIFICATES OF INSURANCE, WATER SYSTEM AND/OR SEWER STATEMENT OF UNDERSTANDING, LETTERS OF AUTHORIZATION, AND PERMIT FEE PAYMENTS MUST BE PRESENTED PRIOR TO THE ISSUING OF ANY WATER AND SEWER PERMIT.*

*PERMITS ARE VALID FOR ONE YEAR FROM ISSUE DATE.*

### INSPECTION REQUIRED

All water and sewer services being connected to DWSD water mains or sewers must be inspected and approved by a DWSD inspector before backfilling.

All work of installing water or sanitary services shall be done under inspection by the DWSD, in accordance with the requirements of the Rules and Regulations and the Standard Specifications for Water and Sewer Installation and Maintenance. A minimum of 72 hours notice of the need for inspection shall be given to the DWSD by submitting a request by phone. Any work done without inspection shall be exposed and may be required to be removed and redone, as determined by the DWSD.

CALL FOR INSPECTION REQUEST 72 HOURS IN ADVANCE AT:

**313-267-8092**



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## SEWER CONNECTION INFORMATION

### RESPONSIBILITY FOR "WYE" CONNECTIONS ON PUBLIC SEWERS

During the installation of a private sewer connection at the public sewer, the DWSD Inspector shall thoroughly view the type of private connecting pipe and record its condition. The Inspector shall also be allowed to view and record the condition of a City owned "wye" connection. Since the City owns the "wye" that is firmly fixed to the public sewer, it is the City/DWSD's responsibility if this pipe fails at the connection to the public sewer only. However, if the bell or the barrel of the City owned "wye" fails thereby causing the private line to become separated, this repair is the responsibility of the property owner because the property owner or the owner's contractor was responsible for placing proper bedding (concrete) around the "wye".

### SADDLES AND OTHER CONNECTIONS

During the installation of a private sewer connection at the public sewer, the DWSD Inspector shall thoroughly view the type of private connecting pipe and record its condition. When saddles or other types of connections are attached to the public sewers via orifices cut into public sewers, this entire connection is always the responsibility of the property owner. In addition, the section of pipe in the public sewer where the orifice(s) was made for the saddle or pipe connection(s) shall be maintained at the property owner's expense.

**SAMPLE LETTER OF AUTHORIZATION**

PLUMBING SERVICE  
5555 Woodbridge St  
Detroit, MI 48207  
313-555-5555



Detroit Water and Sewerage Department  
Permits Division  
6425 Huber Street  
Detroit, MI 48211

November 10, 2020

RE: Water Service Permit for 5555 Schoenherr Street, Detroit, MI 48205

To Whom It May Concern:

I, Mario Segale, Master Plumber, hereby authorize Joe Smith, the homeowner, to pull the water service permit upon issuance for 5555 Schoenherr Street on my behalf.

If you have any questions or concerns, feel free to contact me at 313-555-5555.

Sincerely,

*Mario Segale*

Mario Segale  
Master Plumber

**SAMPLE PLUMBER CERTIFICATION LETTER**

PLUMBING SERVICE  
5555 Woodbridge St  
Detroit, MI 48207  
313-555-5555



Detroit Water and Sewerage Department  
Permits Division  
6425 Huber Street  
Detroit, MI 48211

November 10, 2020

RE: Sewer at 5555 Schoenherr Street, Detroit, MI 48205

To Whom It May Concern:

Upon video inspection of the sewer at 5555 Schoenherr Street on November 2, 2020, I certify that the sewer is open and flowing and there are no connection problems. A CCTV camera was used to check the connection.

If you have any questions or concerns, feel free to contact me at 313-555-5555.

Sincerely,

*Mario Segale*

Mario Segale  
Master Plumber