



City of Ypsilanti Building Department

One South Huron • Ypsilanti, MI 48197
 Phone: (734) 482-1025 • Fax: (734) 483-7444
 www.cityofypsilanti.com

| |
|-------------------------|
| Office Use Only: |
| Receipt: _____ |
| Method: _____ |

Trade Permit Application

I. Job Location **Choose One** ➔ ➔ **Electrical** **Mechanical** **Plumbing**

| | | | | |
|---|------|----------------|--------------------------|---|
| Street Address & Job Location (Street No. & Name) | | Suite/Apt. No. | City Ypsilanti | Zip Code |
| Property Owner Name | | | Email Address | |
| Address (Street No. and Name) | City | State | Zip Code | Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required |

II. Applicant Information (if Homeowner, skip to Section III)

| | | | | |
|---|-------------------------------|---|--|-----------------|
| <input type="checkbox"/> Contractor | Company Name | Licensee Name | | |
| <input type="checkbox"/> Homeowner | Address (Street No. and Name) | | | Email Address |
| City | State | Zip Code | State License Number | Expiration Date |
| Phone Number(s) | Office | Mobile | Federal Employer ID (or reason for exemption) | |
| Worker's Compensation Insurance Carrier (or reason for exemption) | | | MESC Employer Number (or reason for exemption) | |
| ↓ For Plumbing Permits Only ↓ | | | | |
| Master License Number | Master Expiration Date | Master Plumber Business Address (Street # & Name, City, State, Zip) | | |

III. Type of Job

| | | | | | |
|---|---|-------------------------------------|---|---|--|
| *** Maximum One (1) Permit per Application *** | | | | | |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> New Structure | <input type="checkbox"/> Addition | <input type="checkbox"/> Repair/Replacement | <input type="checkbox"/> Tenant Build-out | Residential Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Existing Structure | <input type="checkbox"/> Alteration | <input type="checkbox"/> Other: _____ | | Number of Units: _____ |
| Description of work to be completed on page 2 | | | | | |

IV. Applicant Signature

SECTION 23A of the State Construction Code Act of 1972, Act No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

| | |
|-------------------------------------|---|
| Signature of Licensee or Homeowner: | Date: |
| Print Name: | How would you like the permit to be sent? <input type="checkbox"/> Email <input type="checkbox"/> First class mail |

Homeowner signature indicates compliance with Section V. Homeowner Affidavit

V. Homeowner Affidavit

I hereby certify the 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 State Code and **shall not be enclosed, covered up**, or put into operation until it has been **inspected and approved** by the City Inspector. I will cooperate with the City Inspector and assume the responsibility to arrange for necessary inspections.

INITIAL HERE (homeowner only) _____

VI. Permit Requirements

GENERAL: Work shall not be started until the application for permit has been approved and issued by the Building Department. All installations shall be in conformance with the applicable State Code. **No work shall be concealed until it has been inspected and approved.** When ready for inspection call (734) 482-1025 providing as much advance notice as possible. The contractor calling for an inspection will need to provide the **job location** and **permit number** to schedule an inspection.

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 (6) months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work.

Miss Dig - (800) 482-7171
 YCUA - (734) 484-4600
 DTE - (800) 477-4747

Faxed or emailed applications cannot be accepted

Electrical

| <u>Qty.</u> | <u>Type</u> | <u>Fee</u> | <u>Total</u> | <u>Work Description</u> | | | |
|---|-------------------------------------|------------|--------------|--|-------|-----------------------|-------|
| _____ | Final inspection - Each unit | \$60.00 | \$_____ | Circuits (15 & 20 amp) | _____ | Fixtures | _____ |
| _____ | Rough inspection - Each unit | \$60.00 | \$_____ | Outlets | _____ | Switches | _____ |
| _____ | Temporary service - Each | \$60.00 | \$_____ | Misc. wiring/feeders | _____ | Sub-panels/disconnect | _____ |
| _____ | Permanent service - Size _____amp | \$60.00 | \$_____ | Furnace or A/C circuit | _____ | Space heating | _____ |
| _____ | Trench inspection only - Each | \$60.00 | \$_____ | Swimming pool | _____ | Room A/C circuit | _____ |
| _____ | Fire/Burglar alarm sys. - Each unit | \$60.00 | \$_____ | Appliance connection | _____ | Other: _____ | _____ |
| _____ | Sign circuit(s) | \$60.00 | \$_____ | Other Descriptive Notes/Comments: _____ _____ _____ _____ | | | |
| _____ | Other: _____ | \$60.00 | \$_____ | | | | |
| _____ | Contractor registration | \$32.00 | \$_____ | | | | |
| _____ | Administrative fee | \$60.00 | \$_____ | | | | |
| Total Electrical Permit Fee: \$_____ | | | | | | | |

Plans must be submitted with application for plan review with fee payment before permit is issued, except as listed below. Plans are **not required** for the following:

- 1) When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
- 2) Work completed by a governmental subdivision or state agency costing less than \$15,000.

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 the architect's or engineer's seal and signature.

Mechanical

| <u>Qty.</u> | <u>Type</u> | <u>Fee</u> | <u>Total</u> | <u>Work Description</u> | | | |
|---|--|------------|--------------|--|-------|----------------------|-------|
| _____ | Final - Each unit/appliance | \$60.00 | \$_____ | Furnaces – New/Gas/Oil | _____ | Refrigeration | _____ |
| _____ | Rough - Each unit/appliance | \$60.00 | \$_____ | Conversion | _____ | Combo/ductless units | _____ |
| _____ | Water heater - Each unit/appliance | \$60.00 | \$_____ | Repair/replacement | _____ | Forced warm air | _____ |
| _____ | Furnace - Each unit/appliance | \$60.00 | \$_____ | Unit heater | _____ | Steam boiler | _____ |
| _____ | Distribution sys.- Each unit/appliance | \$60.00 | \$_____ | Input rating | _____ | Chimney type | _____ |
| _____ | Fire suppression | \$60.00 | \$_____ | Name of unit: _____ | _____ | Other: _____ | _____ |
| _____ | Gas line, air test, etc. - Each | \$60.00 | \$_____ | Other Descriptive Notes/Comments: _____ _____ _____ _____ | | | |
| _____ | Other: _____ | \$60.00 | \$_____ | | | | |
| _____ | Contractor registration | \$15.00 | \$_____ | | | | |
| _____ | Administrative fee | \$60.00 | \$_____ | | | | |
| Total Mechanical Permit Fee: \$_____ | | | | | | | |

Plans must be submitted with application for plan review with fee payment before permit is issued, except as listed below. Plans are **not required** for the following:

- 1) 1 & 2 family dwellings when the total heating/cooling system input is 375,000 BTU's or less. **What is the input rating of the heating system?** _____
- 2) Alterations/repairs determined by the Mechanical Official to be minor in nature.
- 3) Business, mercantile and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- 4) Work completed by a governmental or state agency costing less than \$15,000.

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 the architect's or engineer's seal and signature.

Plumbing

| <u>Qty.</u> | <u>Type</u> | <u>Fee</u> | <u>Total</u> | <u>Work Description</u> | | | |
|---|------------------------------------|------------|--------------|--|-------|------------------|-------|
| _____ | Final inspection - Each unit | \$60.00 | \$_____ | Water heater(s) | _____ | Ice maker | _____ |
| _____ | Rough inspection - Each unit | \$60.00 | \$_____ | Water closets | _____ | Lavatories/sinks | _____ |
| _____ | Water heater - Each unit/appliance | \$60.00 | \$_____ | Shower stall | _____ | Bathtubs | _____ |
| _____ | Water service/distribution | \$60.00 | \$_____ | Laundry tray | _____ | Disposal | _____ |
| _____ | Sewer installation/repair | \$60.00 | \$_____ | Drains/traps | _____ | Dishwasher | _____ |
| _____ | Underground/trench | \$60.00 | \$_____ | Stacks/vents | _____ | Grease traps | _____ |
| _____ | Fire suppression | \$60.00 | \$_____ | Water distribution | _____ | Other: _____ | _____ |
| _____ | Gas line, air test, etc. - Each | \$60.00 | \$_____ | Other Descriptive Notes/Comments: _____ _____ _____ _____ | | | |
| _____ | Other: _____ | \$60.00 | \$_____ | | | | |
| _____ | Contractor registration | \$15.00 | \$_____ | | | | |
| _____ | Administrative fee | \$60.00 | \$_____ | | | | |
| Total Plumbing Permit Fee: \$_____ | | | | | | | |

Plans must be submitted with application for plan review with fee payment before permit is issued, except as listed below. Plans are **not required** for the following:

- 1) 1 & 2 family dwellings containing not more than 3,500 sq. ft. of building area.
- 2) Building with a required plumbing fixture count less than 12.
- 3) Alterations/repairs determined by the Plumbing Official to be of a minor nature.
- 4) Work done by a governmental/state agency costing less than \$15,000.

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 the architect's or engineer's seal and signature.