



City of Ypsilanti Building Department

One South Huron • Ypsilanti, MI 48197

Phone: (734) 482-1025

www.cityofypsilanti.com

Trade Permit Application

Office Use Only:

Receipt: _____

Method: _____

Choose One Electrical Mechanical Plumbing

I. Job Location

Street Address & Job Location (Street No. & Name)		Suite/Apt. No.	City Ypsilanti	Zip Code
Property Owner/Agent Name (Required)		Address (Street No. and Name)		Email Address
City	State	Zip Code	Phone Number (Required)	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 <input type="checkbox"/> Homeowner	Company Name	Licensee Name		
Address (Street No. and Name)			Email Address	
City	State	Zip Code	State License Number	Expiration Date
Phone Number (Required)		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 and Electrical 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"/> Two 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. **A separate Right of Way Permit is required** for all work to be performed in public rights of way and easements. Contact the Department of Public services to obtain permit, (734 483-1421). **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

Department of Public Services
14 W. Forest
Ypsilanti, MI 48197 (734) 483-1421

ELECTRICAL **FEES ARE PER INSPECTION/SERVICE/UNIT/APPLIANCE**

Qty.	Type	Fee	Total	Work Description
_____	Final	\$70.00	\$_____	Circuits (15 & 20 amp) _____
_____	Rough	\$70.00	\$_____	Outlets _____
_____	Temporary Service	\$70.00	\$_____	Misc. Wiring/Feeders _____
_____	Permanent Service - Size _____	\$70.00	\$_____	Appliance Connection _____
_____	Trench Inspection	\$70.00	\$_____	Swimming Pool _____
_____	Fire/Burglar Alarm System	\$70.00	\$_____	_____
_____	Sign Circuit(s)	\$70.00	\$_____	_____
_____	Other: _____	\$70.00	\$_____	_____
_____	Contractor Registration	\$32.00	\$_____	_____
_____	Administrative Fee	\$70.00	\$_____	_____

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 amp 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 **FEES ARE PER INSPECTION/SERVICE/UNIT/APPLIANCE**

Qty.	Type	Fee	Total	Work Description
_____	Final	\$70.00	\$_____	Furnaces – New/Gas/Oil _____
_____	Rough	\$70.00	\$_____	Conversion _____
_____	Water heater	\$70.00	\$_____	Repair/replacement _____
_____	Furnace	\$70.00	\$_____	Unit heater _____
_____	Distribution System	\$70.00	\$_____	Input rating _____
_____	Fire Suppression	\$70.00	\$_____	Unit Name: _____
_____	Gas line, air test, etc.	\$70.00	\$_____	Other: _____
_____	Other: _____	\$70.00	\$_____	_____
_____	Contractor registration	\$15.00	\$_____	_____
_____	Administrative fee	\$70.00	\$_____	_____

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 **FEES ARE PER INSPECTION/SERVICE/UNIT/APPLIANCE**

Qty.	Type	Fee	Total	Work Description
_____	Final Inspection	\$70.00	\$_____	Water heater(s) _____
_____	Rough Inspection	\$70.00	\$_____	Water closets _____
_____	Water Heater	\$70.00	\$_____	Shower stall _____
_____	* Water Service/Distribution (see below)	\$70.00	\$_____	Laundry tray _____
_____	* Sewer Installation/Repair (see below)	\$70.00	\$_____	Drains/traps _____
_____	* Underground/Trench (see below)	\$70.00	\$_____	Stacks/vents _____
_____	Fire Suppression	\$70.00	\$_____	Water Dist. _____
_____	Gas line, air test, etc. - Each	\$70.00	\$_____	_____
_____	Other: _____	\$70.00	\$_____	_____
_____	Contractor registration	\$15.00	\$_____	_____
_____	Administrative fee	\$70.00	\$_____	_____

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 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.

* A separate Right of Way Permit is required for all work to be performed in public rights of way and easements. Contact the Department of Public services to obtain permit, (734 483-1421)