



**CITY OF YPSILANTI
TRADE PERMIT APPLICATION**

Separate applications must be completed for different trades, even if they are on the same property. Historical properties are to get approval from the Historic District Commission if work is done on the exterior.

GENERAL INFORMATION

<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> SEWER/EXCAVATION
Property Address			
Owner's Name			
Email Address		Direct Phone #	
Mailing Address (if different)			

If work is being done by the property owner, skip the next section.

CONTRACTOR INFORMATION

Company or Licensee Name	License #	
	Exp Date	
Email	Main Phone #	
Mailing Address	City, ZIP:	
Workers Comp Insurance Carrier or reason for exemption		
Federal ID # or reason for exemption		
MESC Employer # or reason for exemption		

ELECTRICAL, PLUMBING, AND SIGN CONTRACTORS ONLY

Master/Specialist Name		Main Phone #	
License #		Exp Date	

CONTRACTOR OR 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			
Printed Name		Date	

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.

Signature			
Printed Name		Date	

DESCRIPTION OF WORK TO BE COMPLETED ON SECOND PAGE

WORK REQUIREMENTS, DESCRIPTION, AND FEES

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. If a contractor is hired for a project, it is highly recommended that the contractor be the one to obtain permits. Permit will not be closed until a final inspection has been completed and approved by the Building Department.

Frequent Contacts:

Miss Dig	800-482-7171	Washtenaw County Soil Erosion	734-222-6860
YCUA	734-484-4600	Washtenaw County Health Dept.	734-544-6700
DTE	800-477-4747	City of Ypsilanti Fire Dept.	734-482-9778

ELECTRICAL

TYPE	QTY	FEE	TOTAL	DESCRIPTION OF WORK
Application Fee	1	\$30.00	\$30.00	
Final Inspection		\$75.00		
Rough and Other Inspections		\$75.00		
Contractor Registration		\$35.00		
Sign/ Appliance Connection		\$75.00		
Fire Alarm System		\$75.00		
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

TYPE	QTY	FEE	TOTAL	DESCRIPTION OF WORK
Application Fee	1	\$30.00	\$30.00	
Final Inspection		\$75.00		
Rough and Other Inspections		\$75.00		
Contractor Registration		\$20.00		
Water Heater/HVAC/Appliances		\$75.00		
Gas line/Hydrostatic Test		\$75.00		
Fire Suppression System		\$75.00		
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 (AND SEWER)

TYPE	QTY	FEE	TOTAL	DESCRIPTION OF WORK
Application Fee	1	\$30.00	\$30.00	
Final Inspection		\$75.00		
Rough and Other Inspections		\$75.00		
Contractor Registration		\$20.00		
Sewer Install/Repair		\$75.00		
Water Service/Distribution		\$75.00		
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. * 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)

Website: cityofypsilanti.com
building@cityofypsilanti.com
 Visit BSAonline.com to apply for permits online

CITY OF YPSILANTI BUILDING DEPARTMENT
 1 South Huron St, Ypsilanti, MI 48197
 734-482-1025