



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 and Electrical Permits Only ↓				
Master License Number	Master Expiration Date	Master Licensee 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

<p>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.</p> <p style="text-align: right;">INITIAL HERE (homeowner only) _____</p>
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VI. Permit Requirements

<p>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.</p> <p>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.</p>

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.