



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		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	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 (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"/> Multi-Family					
<input type="checkbox"/> Commercial	<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

Qty.	Type	Fee	Total	Work Description
_____	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

Qty.	Type	Fee	Total	Work Description
_____	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

Qty.	Type	Fee	Total	Work Description
_____	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 (see below)	\$60.00	\$_____	Laundry tray _____ Disposal _____
_____	* Sewer installation/repair (see below)	\$60.00	\$_____	Drains/traps _____ Dishwasher _____
_____	* Underground/trench (see below)	\$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.
*** 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)