

**Plumbing Permit**

**Mail completed application and check to:**

**St. Charles Township  
1003 N. Saginaw St.  
St. Charles MI 48655  
Phone 989-865-9010  
Fax 989-865-9099**

**For all applications, please call Scott Crofoot at 1-989-737-5671.**

**For Building Inspections, please call Scott Crofoot at 1-989-737-5671.**

**For Electrical inspections, please call Bill Neuhaus at 1-989-721-1112.**

**For Plumbing or Mechanical inspections please call Scott Steinke at 1-989-781-6973.**

## PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
2. The permit must be posted and visible from the road.
3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (Hand painted numbers or signs are fine.)

## INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

### BUILDING:

- FOOTING – between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of forms, you pour at YOUR OWN RISK.
- FOUNDATION – before back filling when the walls are complete, damp proofed, or water proofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is completed BEFORE drywalling and AFTER electrical, plumbing and mechanical inspections.
- FINAL – when project is complete and ready for occupancy, and AFTER electrical, plumbing, and mechanical final inspection.

### ELECTRICAL:

- TEMPORARY SERVICE – when temporary service is complete and ready for hook-up.
- PERMANENT SERVICE – when permanent service is completed and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is completed.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

### MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt or concrete.
- ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when all furnace and/or air conditioning are completed and operating and you are ready to occupy.

### PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall BEFORE drywalling, also drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.

Please remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

Thank you and good luck with your project!

# PLUMBING PERMIT APPLICATION ST. CHARLES TOWNSHIP

1003 N. Saginaw St. \* St. Charles, MI 48655 \* Phone (989) 865-9010 \* Fax (989) 865-9099

Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Penalty: Permit Cannot Be Issued
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## I. Job Location

Name of Owner/Agent	Phone	Has a building permit been issued for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address and Job Location (Street # and Name)		County

## II Contractor / Homeowner Information

Indicate who the Applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Master <input type="checkbox"/> Water Treatment Installer		Name of Plumbing Contractor or Homeowner	Contractor License #	Expiration Date
Address (Street # and Name)	City	State	Zip Code	
Telephone Number (Include Area Code)		Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)		UIA Number (or reason for exemption)		
Name of Master Plumber		Master License Number	Expiration Date	
Business / Branch Address	City	State	Zip Code	

## III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School	

## IV. Plan Review Required

**Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required for the following:**

1. One and two family dwelling containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, check box below "Plans Not Required."

**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 that architect's or engineer's seal and signature.

Plan Review Submission No. \_\_\_\_\_  Plans Not Required

## V. Applicant Signature

**Section 23a of the state construction code act of 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.**

SIGNATURE OF PLUMBING CONTRACTOR, MASTER PLUMBER, WATER TREATMENT INSTALLER OR HOMEOWNER (Homeowner's <small>Signature indicates compliance with Section VI Homeowner Affidavit</small> )	Date
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## VI. Homeowner Affidavit

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

**Complete Application on Back Side**

**VII. Fee Clarification**

**Item #2, Mobile Home Unit Site:** WHEN item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. WHEN setting a mobile home in a park, or a mobile or modular home on private property, a permit should include the application fee, a sewer or building drain, and a water service or water distribution pipe.

**VIIb. Fee Clarification (continued)**

**Item #3, Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include:**

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-Up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalmng Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected to Dental Chair
Autopsy	Water Connected Still				Water Connected to Carbonated Beverage Dispensers

**Plus Any Other Fixture, Drain or Water Connected Appliance Not Specifically Listed**

**Item #25, Domestic Water Treatment and Filtering Equipment:** A license is not required for the installation of domestic water treatment and filtering equipment that requires modifications to an existing cold water distribution supply and associated water piping in buildings if a permit is secured, required inspections performed and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #25 for \$5.00 each and the appropriate water distribution pipe (system) size fee.

**VIII. Fee Chart- Enter the number of items being installed, multiply by the unit price for total fee.**

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (Non-Refundable)	\$50.00	1	<b>\$50.00</b>	Water Distributing Pipe (system)			
2. Mobile Home Park Site *	\$5.00 each			14. 3/4" Water Distribution Pipe	\$5.00		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each			15. 1" Water Distribution Pipe	\$10.00		
4. Stacks (soil, waste, vent and conductor)	\$3.00 each			16. 1-1/4" Water Distribution Pipe	\$15.00		
5. Sub-soil Drains	\$5.00 each			17. 1-1/2" Water Distribution Pipe	\$20.00		
6. Sewer Ejectors, sumps	\$5.00 each			18. 2" Water Distribution Pipe	\$25.00		
Water Service				19. Over 2" Water Distribution Pipe	\$30.00		
7. Less than 2"	\$5.00			20. Reduced pressure zone back flow preventer	\$5.00 ea.		
8. 2" to 6"	\$25.00			25. Domestic Water treatment and filtering equip. ONLY**	\$5.00		
9. Over 6"	\$50.00			26. Medical Gas System	\$45.00		
10. Connection (hdg, drain-bldg sewers)	\$5.00			Inspections			
Sewers (Sanitary, storm or combined)				27. Special/Safety Insp. (includes cert. fee)	\$50.00		
11. Less than 6"	\$5.00			28. Additional Inspection	\$50.00		
12. 6" and Over	\$25.00			29. Final Inspection	\$50.00	1	<b>\$50.00</b>
13. Manholes, Catch Basins	\$5.00 each			30. Certification Fee	\$10.00		
				<b>Total Fee (Must include the \$50.00 non-refundable application fee)</b>			

\* See VIIa. Fee Clarification Item #2 on front  
 \*\* See VIIb. Fee Clarification #25 Above

**Make checks payable to St. Charles Township**

**IX. Instructions for Completing Application**

**General:** Plumbing work shall not be started until the application for permit has been filed with the City of Swartz Creek. All installations shall be in conformance with the Michigan Plumbing Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number.

**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 months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

Validation Area