



**Plumbing Permit Application**  
 All applicable information **must** be provided.  
 2021 Michigan Building Code  
 2015 Michigan Residential Code  
 2021 Michigan Plumbing Code

**City of Jackson**  
**161 W. Michigan Avenue**  
**Jackson, MI 49201**  
**(517) 788-4012**  
**www.cityofjackson.org**

Authority: 1972 PA 230

**I. Job Location**

Name of Owner/Agent		Has a Building Permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Street Address & Job Location (street no. and name)	Telephone No.	Name of City and County in which job is located City of Jackson, County of Jackson	

**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		E-mail Address	
Address (street no. and name)			City		State, ZIP
Contractor License Number	Expiration Date	Registered with City? <input type="checkbox"/> Yes <input type="checkbox"/> No		City Registration Expiration Date	
Telephone No. (include area code)	Cell Phone No. (include area code)	Federal Employer ID Number (or reason for exemption)			
Workers Compensation Insurance Carrier (or reason for exemption)			MESCC Employer Number (or reason for exemption)		
Name of Master Plumber			Master License Number		Expiration Date
Business/Branch Address			City		State, ZIP

**III. Type of Job**

<input type="checkbox"/> Single Family <input type="checkbox"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Alteration	<input type="checkbox"/> Sewer Only <input type="checkbox"/> Special Inspection	<input type="checkbox"/> Water Service Only <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned <input type="checkbox"/> School
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**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 inspector 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 \$15,000.00.

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, 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 signature indicates compliance with Section VI. Homeowner Affidavit)	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 City Plumbing Inspector. I will cooperate with the City Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

**Project Contact Person:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Approved:**  Yes  No **Reviewed by:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Units** \_\_\_\_\_

**VII. Fee Clarification**

**Item #3: 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.

**Item #4, 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	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still				Water Connection to Carbonated Beverage Dispensers

**Plus any other fixture, drain, or water connected appliance not specifically listed**

**Item #23, Domestic Water Treatment and Filtering Equipment:** A license is not required for the installation of domestic water treatment and filtering equipment that requires modification 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 #23 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
1. Application Fee (non-refundable)	\$90	1	<b>\$90.00</b>
2. Inspection Fee <i>Do Not charge for Water Heater, Underground Sewer and/or Water line from bldg to the street, only</i>	\$55	1	<b>\$55.00</b>
3. Mobile Home Park Site*	\$5 ea		
4. Fixtures, floor drains, special drains, water connected appliances	\$5 ea		
5. Stacks (soil, waste, vent and conductor)	\$3 ea		
6. Sewage ejectors, sumps	\$5 ea		
7. Sub-soil drains	\$5 ea		
Water Service			
8. Less than 2"	\$5		
9. 2" to 6"	\$25		
10. Over 6"	\$50		
11. Connection (bldg, drain-bldg, sewers)	\$5		
Sewers (sanitary, storm or combined)			
12. Less than 6"	\$5		
13. 6" and Over	\$25		
14. Manholes, Catch Basins	\$5 ea		
15. Medical Gas System	\$45		

	Fee	# Items	Total
Water Distributing Pipe (system)			
16. 3/4" Water Distribution Pipe	\$5		
17. 1" Water Distribution Pipe	\$10		
18. 1-1/4" Water Distribution Pipe	\$15		
19. 1-1/2" Water Distribution Pipe	\$20		
20. 2" Water Distribution Pipe	\$25		
21. Over 2" Water Distribution Pipe	\$30		
22. Reduced pressure zone back-flow preventer	\$5 ea		
23. Domestic water treatment and filtering equipment <b>only**</b>	\$5		
24. Certificate Fee	\$20		
Inspections			
25. Special/Safety Insp. (includes cert fee)	\$55		
26. Disapproved/ Additional Inspection	\$55		
27. Request to Extend Permit	\$50		
28. Investigation Fee	\$110		
<b>Total Fee***</b>			

**Make checks payable to "City of Jackson"**

\* See VII Fee Clarification Item #3 above  
 \*\* See VII Fee Clarification Item #23 above

**\*\*\*The "Total Fee" does not include "Disapproved Inspections" or "Additional Inspections" requested by the applicant.**

**IX. Description**

**X. Instructions for Completing Application**

**General:** Plumbing work shall not be started until the application for permit has been issued by the City of Jackson Community Development Department. 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.** *See attached for more information.*

**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. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.**

The City of Jackson will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities act, you may make your needs known to this agency.

## Application Guidelines

1. **Page 1:** Complete all applicable information in each section. Section V of the application must be signed and dated by the applicant. Provide a Project Contact Name and phone number on the bottom of the page.
2. **Page 2:** Complete Section VIII as accurately as possible. Fees for items missed on the original application must be paid before the final approval of the plumbing permit.
3. Application and line item fees include all normally required inspections. Additional inspections can be requested by checking line item 24. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection
4. Permits are non-transferable.
5. Plumbing permits must be posted in a conspicuous location visible from the street.
6. An applicant must request an inspection as far in advance as possible but no less than 24 hours before the inspection is needed. Inspections will be conducted as soon as reasonably possible (see Inspection Guidelines below).

## Permit Guidelines

1. **Homeowner Permit:** A permit will be issued to the owner of a single-family home that they occupy or are about to occupy. Homeowners must install all plumbing equipment by themselves. Homeowners are required to comply with Section V and Section VI on Page 1.
2. **Contractor Permit:** A permit will be issued to registered plumbing contractors or the qualifying master plumber when authorized in writing by the plumbing contractor.
3. **Contractors or homeowners who begin plumbing work before receiving a written plumbing permit** may pay a \$110.00 investigation fee or will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.
4. **Fraudulent applications will result in the revocation of associated permit** and the applicant and individual(s) performing plumbing work fraudulently will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.

## Inspection Guidelines

1. New construction permits require a minimum of a service, a rough, and a final inspection. Temporary services will require an additional inspection.
2. Remodel permits require a minimum of a rough and a final inspection.
3. Multi-family structures or multi-tenant commercial or industrial structures require a minimum of a rough and a final inspection for each living or work unit in the structure. An inspection shall also be required for each building service.
4. A rough inspection must be conducted and approved before installing insulation, sheet-rock, paneling, or other materials that conceal any plumbing. **If plumbing is concealed before inspection, the person responsible for concealing the plumbing shall be responsible for all costs resulting from uncovering and replacing the covering material.**
5. A trench inspection must be conducted and approved before back filling or closing any trench including parking lots and street crossings. **If plumbing methods are concealed before inspection, the person responsible for concealing the plumbing methods shall be responsible for all costs resulting from uncovering and replacing the covering material.**

## Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Fees for items missed on an original application must be paid in full before the final approval of a permit.
3. Application fees are non-refundable.
4. Permit fees are non-refundable after work begins.
5. Permit line item fees, excluding the Application Fee, are refundable only if a permit applicant provides a written request to cancel a permit and receive a partial refund before any work associated with that permit has begun. The permit holder must arrange a final inspection and accompany the inspector to confirm that the work associated with that permit was not begun before a refund will be issued.
6. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection
7. Expired permits may be extended. Applicants must complete a "Request To Extend a Permit" form and pay a \$50.00 fee to extend a permit.
8. The permit applicant, upon request, may be permitted to pay the \$110.00 investigation fee one time per State Licensing cycle, in lieu of an Administrative Hearings Bureau Notice To Appear, for all work that is started before securing a permit provided the required permit is secured by 5:00 pm on the next business day following the date of the Notice and Order to Appear.