



**Water & Sewerage
Department**

**Detroit Water and Sewerage Department
6425 Huber Street
Detroit, MI 48211**

SEWER SERVICE REPAIR PERMIT APPLICATION GUIDE

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DWSD-Permits@detroitmi.gov

detroitmi.gov/dwsd



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REQUIREMENTS TO ISSUE DWSD REPAIR PERMIT

REQUIREMENTS TO OBTAIN A SEWER SERVICE REPAIR PERMIT

1. Permit Application

A permit is required to complete all sewer service repairs. The Sewer Service Repair Permit Application is filled out using the [online form](#). The following items shall be uploaded to the application form as applicable.

I. Drawings/Plans for Permit Engineering Approval

Obtain DWSD Permit Engineering Approval of drawings/plans. Drawings/plans shall have requested service repair sections highlighted.

II. Right-of-Way Permit (As Applicable)

A Right-of-Way (ROW) permit is required when working in the public ROW. If the repair will not include any work in the public ROW, this requirement will not be applicable. Anyone applying for a ROW permit must be bonded. For questions regarding the ROW or obtaining the required permit, please contact the Department of Public Works (DPW) at the City Engineering Department. The ROW permit, if applicable, will be obtained from one (1) of the following agencies.

- | | |
|--------------------------------------|--|
| a. City Engineering Department/DPW: | Coleman A. Young Municipal Center (CAYMC) 2 Woodward Avenue, Suite 642 Detroit, MI 48226 (313) 224-3935 |
| b. Michigan Dept. of Transportation: | 6510 Telegraph Road Taylor, MI 48180 (313) 375-2400 |
| c. Wayne County Road Commission: | 33809 Michigan Avenue Wayne, MI 48184 (734) 595-6504 |

If a permit is required from the Michigan Dept. of Transportation or Wayne County Road Commission for a State or County road, respectively, the permit shall be attached as part of the application submittal. If a permit is required from the DPW for a local road, the permit does not need to be attached.

III. Master Plumber/Contractor Registration

A copy of the Master Plumber's or Contractor's current [City of Detroit](#) Registration. If you are not currently registered, please use the [Application for Renewal or Registration of Contractor License](#) and contact the Building, Safety, Engineering, and Environmental Department (BSEED) for any questions regarding the City of Detroit Registration information and procedures:

- a. BSEED Development Resource Center: Coleman A. Young Municipal Center (CAYMC)
2 Woodward Avenue, Suite 434
Detroit, MI 48226
(313) 224-2372

IV. Proof of Insurance

A copy of the Master Plumber's or Contractor's "Proof of Insurance".

2. Permit Fee Payment

Payment of all Sewer Repair Permit Fees shall be made at <https://csportal.dwsd.org/> upon receipt of invoice. Payments may be made by credit/debit card or direct pay (bank account). Instructions for how to make a payment will be included on the invoice. The invoice will not be issued until all aforementioned documents have been received and reviewed by DWSD.

The "DWSD Water and Sewer Service Fees" document may be found at: [Information About DWSD Water & Sewer Bills](#)

Fees are established by the Detroit Board of Water Commissioners and are subject to change.



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SEWER SERVICE REPAIR PERMIT CHECKLIST

The following items must be submitted to the [Sewer Service Repair Permit Online Application](#) in order to obtain a DWSD Sewer Service Repair Permit:

- [Drawings/Plans for Permit Engineering Approval](#)
- [Right-of-Way \(ROW\) Permit](#)* (select all that apply) N/A
 - Applied for ROW Permit with the City of Detroit Department of Public Works (DPW)
 - Attached ROW Permit from the Wayne County Road Commission
 - Attached ROW Permit from the Michigan Department of Transportation (MDOT)
- Copy of [Master Plumber's or Contractor's City Registration](#)
- Copy of [Master Plumber's or Contractor's Insurance](#)
- Copy of Invoice Payment Receipt (invoice will be issued after submission and review of above documents)

* A ROW Permit is not required when repair work is completely on private property.



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INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR PERMITTEES REPAIRING SEWER SERVICES

SEC. 1 TYPES REQUIRED AND AMOUNTS OF COVERAGE:

Each Master Plumber or Contractor applying for a Permit for Sewer Service Repair shall be required to effect and maintain insurance in the types and amounts listed below while repairing sewer services. Such insurance shall be from a company licensed to do business in the State of Michigan.

| <u>TYPE</u> | <u>MINIMUM AMOUNT OF COVERAGE</u> |
|---|--|
| A) Workmen’s Compensation | Statutory |
| B) Master Plumber or Contractor’s Liability | |
| 1. Public Liability (bodily injury) | \$1,000,000.00 each occurrence |
| 2. Property Damage (including full coverage for the “X”, “C” and “U” Hazards) | \$500,000.00 each occurrence \$1,000,000.00 aggregate |
| C) Master Plumber’s or Contractor’s and Owner’s Protective Liability with the City of Detroit, the Board of Water Commissioners, the Detroit Water and Sewerage Department and their employees and agents as additional named insured | |
| 1. Public Liability (bodily injury) | \$1,000,000.00 each occurrence |
| 2. Property Damage (including full coverage for the “X”, “C” and “U” Hazards) | \$500,000.00 each occurrence \$1,000,000.00 aggregate |

SEC. 2 EVIDENCE OF INSURANCE

A Certificate of Insurance, with a policy number and at least the minimum amount of coverage noted for each type of insurance required, the additional named insured listed above and that fifteen (15) days notice of cancellation or a major change will be given to DWSD Permits, noted thereon will be minimum acceptable evidence of insurance. The certificate shall be signed by an authorized agent of the company or companies issuing the policy.



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SEWER SERVICE REPAIR REQUIREMENTS

Plumber/Contractor does all work under Detroit Water and Sewerage Department (DWSD) inspection, including supplying all materials, excavating, laying pipe, etc.

APPLICATION FOR SEWER SERVICE REPAIR SIGNED BY MASTER PLUMBER/CONTRACTOR, RIGHT-OF-WAY PERMITS, PLUMBING/CONTRACTOR FIRM REGISTRATION, CERTIFICATES OF INSURANCE, AND PERMIT FEE PAYMENTS, AS APPLICABLE, MUST BE PRESENTED PRIOR TO THE ISSUING OF ANY SEWER REPAIR PERMIT.

PERMITS ARE VALID FOR ONE YEAR FROM ISSUE DATE.

INSPECTION REQUIRED

All sewer services being repaired must be inspected and approved by a DWSD inspector before backfilling.

All work of repairing sewer services shall be done under inspection by the DWSD, in accordance with the requirements of the Rules and Regulations and the Standard Specifications for Water and Sewer Installation and Maintenance. A minimum of 48 hours notice of the need for inspection shall be given to the DWSD by submitting a request by phone. Please have the assigned project number* (SRP number) available when calling for inspection. Any work done without inspection shall be exposed and may be required to be removed and redone, as determined by the DWSD.

CALL FOR INSPECTION REQUEST 48 HOURS IN ADVANCE AT:

313-267-8092

* The project number is assigned and provided at time of submittal via email. The project number may also be found on the invoice and the issued permit.