



# PLUMBING PERMIT APPLICATION

**City of East Lansing**  
Planning, Building and Development  
City Hall | 410 Abbot Road | Room 217  
East Lansing, MI 48823  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)

**John Gross, Plumbing Inspector**  
(517) 319-6816  
[jgross@cityofeastlansing.com](mailto:jgross@cityofeastlansing.com)

**Office Staff:**  
Denise (517) 319-6871  
Leslie (517) 319-6810

OFFICE USE ONLY	
Permit Number	
Permit Fee	
Payment Type	
Received By	

## JOB LOCATION / PROPERTY INFORMATION

JOB LOCATION / ADDRESS	APT / SUITE	IS PROPERTY A RENTAL? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OWNER		PHONE / CELL # (AREA CODE)

## APPLICANT INFORMATION

WHO IS APPLYING FOR PERMIT? <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	NAME AND / OR COMPANY		
PHONE/CELL # (AREA CODE)	EMAIL		
ADDRESS	CITY	STATE	ZIP CODE
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)	CONTRACTOR LICENSE #	EXPIRATION DATE	
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)	MESC EMPLOYEE #		

## TYPE OF JOB/PROJECT INFORMATION

<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> OTHER	<input type="checkbox"/> NEW <input type="checkbox"/> ALTERATION	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
WORK DESCRIPTION		

## PLAN REVIEW REQUIREMENTS

**Plans must be submitted with an application for plan examination before a permit can be issued, except as listed below.**

### PLANS ARE NOT REQUIRED FOR THE FOLLOWING:

- One-and two-family dwelling containing not more than 3,500 square feet of building area.
- Alterations and repair work determined by the plumbing official to be of a minor nature.
- Buildings with a required fixture count less than 12.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work is being performed is described above, check box below **"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 PA 299 of 1980 and shall bear that architect's or engineer's seal and signature.

**HAVE PLUMBING PLANS BEEN SUBMITTED**  YES  NO  NOT REQUIRED  SUBMITTED WITH BUILDING PERMIT APPLICATION

## HOMEOWNER AFFIDAVIT

I herby 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 applicable Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of East Lansing Plumbing Inspector. I will cooperate with City of East Lansing Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

## 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 residential structure. Violators of Section 23A are subject to civil fines. I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this permit application is accurate to the best of my knowledge.

**SIGN HERE** X

**PRINT NAME**

**DATE**

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Homeowner Affidavit)

FEE CHART				
Enter the number of items being installed, multiply by the unit price and add each for the total fee		# OF ITEMS	UNIT PRICE	TOTAL
<b>PERMIT ISSUANCE</b>				
001	Application Base Fee (non-refundable)	1	\$50.00	<b>\$50.00</b>
<b>UNIT FEE INSPECTION</b>				
002	Each plumbing fixture or set of fixtures on 1 trap (includes water and drain connections)		\$10.00	
<b>SEWERS AND DRAINS</b>				
003	Building sewer, each		\$60.00	
004	Back water valve installation, each		\$20.00	
005	Rainwater systems, per drain (in building)		\$15.00	
<b>WATER EQUIPMENT, APPLIANCES AND DEVICES</b>				
006	Water heater and/or vent		\$15.00	
007	Installation, alteration or repair of water piping and/or water treatment equipment, each fixture		\$10.00	
008	Lawn sprinkler system or meter and backflow devices		\$20.00	
<b>BACKFLOW PROTECTIVE DEVICES OTHER THAN ATMOSPHERIC TYPE VACUUM BREAKERS</b>				
009	2 inch diameter or smaller		\$20.00	
010	Over 2 in diameter		\$40.00	
<b>STACKS, VENTS AND CONDUCTORS</b>				
011	3 stories or less		\$20.00	
012	4 <sup>th</sup> level or more, per story		\$15.00	
013	Repair or change of drainage or vent piping, each fixture		\$10.00	
<b>GAS PIPING</b>				
014	Each gas piping system of 1-4 outlets		\$25.00	
015	Each gas piping system of 5 or more outlets, each outlet		\$10.00	
<b>MEDICAL GAS PIPING</b>				
	Each Med Gas Piping System of 1-4 outlets		<i>Refer to line item 014</i>	
	Each outlet over 5		<i>Refer to line item 015</i>	
<b>OTHER INSPECTIONS AND FEES</b>				
016	Inspection Outside Normal Business Hours, per hour (one hour minimum)		\$115.00	
017	Re-inspection Fee		\$60.00	
018	Investigation Fee		\$80.00	
019	Appeal Application Filing Fee		\$150.00	
020	Registration for Contractor License <i>*Registration required when your license expires and is renewed with the State</i>		\$15.00	
021	Additional Inspection		\$60.00	
022	Final Inspection (REQUIRED)	1	\$60.00	<b>\$60.00</b>
<b>TOTAL PERMIT FEES:</b>			<b>\$</b>	

## INSTRUCTIONS FOR SUBMITTING APPLICATION

Incomplete or illegible forms will not be accepted. Plumbing work shall not be started until the application for the permit has been filed with our office. All installations shall be in conformance with the applicable plumbing code. No work shall be concealed until it has been inspected and approved.

**Permit applications can be submitted to the City of East Lansing Planning, Building and Development Department by mail, email, and scan, or in person.**

**We accept cash, check, VISA, MasterCard or Discover Make checks payable to "City of East Lansing".**

**Permit applications not submitted with the required documents or payments cannot be issued until such is provided.**

## PERMIT EXPIRATION

A permit becomes invalid if the authorized work is not commenced within 180 days after issuance of the permit or if authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A permit will be expired and closed when no inspections are requested and/or conducted within 180 days of the date of issuance, or the date of a previous inspection. Closed permits cannot be refunded.

## SCHEDULING INSPECTIONS

When inspections are ready to be scheduled please contact:

Denise (517) 319-6871  
Leslie (517) 319-6810

The following information will need to be provided:

- Permit #
- Inspection address
- Inspection type (rough, final, etc.)
- Contact person
- Return phone number

## COMMENTS


DATE STAMP	OFFICE USE ONLY