

WATER/ SEWER PERMIT
CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN



PERMIT NO.: _____

PERMIT ADDRESS: _____

PROPERTY OWNER: _____

START DATE: _____ COMPLETE BY: _____

CONTRACTOR:

Business : _____
Contact: _____
Address: _____
City: _____ State _____ Zip _____
Phone No.: _____
Email: _____

SUB-CONTRACTOR:

Business: _____
Contact: _____
Address: _____
City _____ State _____ Zip _____
Phone No.: _____
Email: _____

SUB-CONTRACTOR:

Business : _____
Contact: _____
Address: _____
City: _____ State _____ Zip _____
Phone No.: _____
Email: _____

SUB-CONTRACTOR:

Business: _____
Contact: _____
Address: _____
City _____ State _____ Zip _____
Phone No.: _____
Email: _____

PROPOSED ACTIVITY: _____

<u>Office use only</u>	
Reviewed by:	
Utilities Crew Leader: _____	Date: _____
Streets Crew Leader: _____	Date: _____
Streets & Utilities Manager: _____	Date: _____
Approved: _____	Date: _____
Director of Public Works	

Signed: _____

Name of Applicant/ Contractor: _____

Date: _____

Water/Sewer Permit Information

(Please read and initial)

1. Applicant to receive application and fee schedule at the Department of Public Works, R.V. Terrill Building, 1120 Jackson Street, Grand Haven, Michigan or at City Hall, 519 Washington Street, Grand Haven, Michigan.
2. **Applicant must pull a permit with the State of Michigan if working on private property. A copy of the permit must be attached.**
3. Application to be filled out by applicant and filed with the Department of Public Works at the R.V. Terrill Building, 1120 Jackson Street, Grand Haven, Michigan. *(This is not a mailing address)*. Mailing address: City of Grand Haven DPW, 519 Washington Avenue, Grand Haven, MI 49417.
4. A drawing **MUST** accompany this permit of work to be completed.
5. The Department of Public Works will determine cost of the water or sewer tap fee. The applicant will be notified when the permit is ready to be picked up and the cost for the permit.
6. Sewer lines will be required to have a minimum grade of 1/8 inch per foot. A pressure test of 5 pounds of air for 10 minutes or a pressure test of a 10 foot head of water for 10 minutes using the same size pipe as the sewer line is required. Also, each end of the line will have to be inspected. The inspections are to be done by the Public Works Department. The pressure test and inspection must be **PRIOR TO BACK-FILLING OF THE SEWER LINE**. Only clean sand fill shall be used for backfill, compacted to a minimum of 95% density.
7. The contractor and/or subcontractor is to **notify Director of Public Works 72 hours in advance of mobilization**, unless it's deemed an emergency. In the case of an emergency approval, the contractor and/ subcontractor, along with the Crew Leader, will meet on site to determine if emergency approval is necessary.
8. When working in the City right of way, a permit is required. When a street opening is required the contractor will be responsible to restore the excavation up to grade with aggregate per specifications of the ROW permit. **The City of Grand Haven will restore HMA surface and bill the contractor.**
9. The contractor will be charged an additional inspection fee for each return trip to the site.
10. The contractor has **30 days** from start date to complete project. After such time, this permit shall be null and void.
11. Department of Public Works is to send a copy of the sewer/water permit to:
Water Billing
DPW Utilities Crew Leader
DPW Streets & Utilities Mgr.
12. Please initial : _____

**WATER/SEWER FEE SCHEDULE
CITY OF GRAND HAVEN**

DO NOT WRITE BELOW THIS LINE

To be filled out by the Department of Public Works

WATER TAP

Service	Description	Unit Cost	Amount
1 inch	Copper line from the water main to the property line.	Time & Material	
>1 inch	Time and Material Flat hook-up fee	\$500.00	
>1.5 inch	The customer will be billed time and material for the installation.	Time & Material	
Meter Pit	The customer will be billed time and material for the installation.	Time & Material	
Inspection Fee	Installation of new service or repair of existing service.	\$50.00	
Meter upgrade charge	5/8 to 3/4 inch 3/4 to 1 inch	\$50.00	

Water tap fee: _____

SEWER TAP

Is there a lateral available at the requested location?	Yes	No
---	-----	----

Service	Description	Unit Cost	Amount
Inspection Fee	Installation of a lateral to an existing "Y" at the main or an inspection of a lateral repair.	\$75.00	
No Lateral	No Special Assessment	\$5000.00	
Special Assessment	Moreland Ave. connection fee set by Council in 1995.	\$5500.00	
Special Assessment	Kooiman Ave. connection fee set by Council in 1999.	\$2540.00	

Sewer tap fee: _____

PERMIT FEE TOTAL: _____

PLEASE SKETCH A DRAWING on this page (if this Permit does not accompany a ROW Permit).