



3338 Coolidge Hwy.  
Berkley, Michigan 48072  
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[www.berkleymich.org](http://www.berkleymich.org)

**UTILITY/SEWER PERMIT APPLICATION**

**Work being done at:**

Address: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Lot Size \_\_\_\_\_

**Contractor/Applicant:**

Company Name: \_\_\_\_\_

License Holder: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Federal Employer ID number: \_\_\_\_\_ Contractors License Number & Expiration: \_\_\_\_\_

**If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.**

Authorized person (not the contractor): \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

_____	_____	_____
<b>Contractor's Signature</b>	<b>Contractors Name (printed)</b>	<b>Date</b>

**Refund Policy:** Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00. Permit fees will not be refunded after inspections have been completed.

**If the applicant is the homeowner, please fill out the reverse side.**

**WORK BEING PERFORMED:**

*Please be advised that fees are set with the understanding of work being completed in a timely and workmanlike manner. If additional inspections or inspections are needed after hours, costs will be invoiced to the contractor and/or forfeited from the posted bond.*

Sewer (Diameter of Line being repaired or replaced): \_\_\_\_\_

Extent of Work:

- Between the building and the sidewalk (not including the sidewalk) \_\_\_\_\_
- Between the building and the curb (not including the curb) \_\_\_\_\_
- Going into the street \_\_\_\_\_
- Sewer is in the rear of the property \_\_\_\_\_

Water Tap for New Construction Only

Size of Service \_\_\_\_\_

Water Service (from Valve to Point in Use)

Size of Service \_\_\_\_\_

List any additional work not listed above: \_\_\_\_\_  
\_\_\_\_\_

**CITY OF BERKLEY  
COMMUNITY DEVELOPMENT DEPARTMENT  
HOMEOWNER PERMIT**

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Drivers License Number)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Phone Number)

EMAIL \_\_\_\_\_

\* Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.15231 of the Michigan Compiled Laws