



**Water & Sewerage
Department**

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

DEMOLITION WATER CLEARANCE & HYDRANT PERMIT APPLICATION PACKET

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DWSD-Permits@detroitmi.gov

detroitmi.gov/dwsd



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REQUIREMENTS TO ISSUE A DEMOLITION WATER CLEARANCE & HYDRANT USE PERMIT

The Customer or Owner of the property being served by a service or services where the building is scheduled to be demolished must have the service "Paid to Be Discontinued". Once all requirements have been met, DWSD will disconnect the service or services and issue a Demolition Water Clearance Letter. The Demolition Water Clearance Letter is required by the Buildings, Safety Engineering, and Environmental Department (BSEED) prior to issuance of a wrecking permit.

1. Applying to have Services Discontinued

I. Understanding the Demolition Water Clearance Process and Fire Hydrant Use Application

The Understanding the Demolition Water Clearance Process and Fire Hydrant Use Application must be filled out and signed prior to demolition activities in order to have to have any existing services discontinued and obtain a Fire Hydrant Use Permit.

This form as well as the following outlined documents shall be submitted via the DWSD Demolition Water Clearance and Fire Hydrant Use [submittal form](#).

Note: Should additional documents be required after submittal using the online form, these shall be submitted via email to DWSD-Permits@detroitmi.gov with "Demolition and Fire Hydrant Use" and your service address as the subject line.

There are three (3) options available for fire hydrant use permitting for the purposes of demolitions:

a. 4-Hour Permit

The 4-hour permit is exclusive to residential demolitions. It allows the use of one fire hydrant for four hours for the demolition of one house. If multiple houses are being demolished, a separate hydrant permit will be required for each house. The water usage is not metered for this permit and the cost is based on a fixed fee.

b. 16-Hour Permit

The 16-hour permit is exclusive to commercial and industrial demolitions. It allows the use of one fire hydrant for 16 hours for the demolition of one commercial building. The water usage is not metered. If a site contains multiple buildings, a separate hydrant permit will be required for each building. The water usage is not metered for this permit and the cost is based on a fixed fee.

c. **Metered Hydrant Permit**

The metered hydrant permit may be required at the discretion of DWSD for demolition purposes. It allows the use of one fire hydrant for six months to a year. The water usage is metered, and the applicant will receive a monthly bill based on the actual amount of water used.

II. **Recorded Deed**

A copy of the Deed as recorded by Wayne County bearing the Register of Deeds stamp shall be supplied to prove ownership of the property.

III. **Site Plan**

A site plan shall be provided for all non-residential demolitions. Any and all services proposed to be discontinued shall be highlighted.

IV. **Letter of Authorization or Signed Contract**

If the applicant is not the property owner of record as indicated on the Recorded Deed, a letter of authorization or signed and executed contract will be required. With the letter of authorization, the property owner of record may give written permission for an Agent to secure a Demolition Water Clearance Letter and Fire Hydrant Use Permit. A sample letter of authorization has been provided at the end of this packet. The signed contract must identify the property owner, property address, and applicant information. Quotes will not be accepted as proof of authorization.

2. **Meter Retrieval**

Before the issuance of the demolition water clearance, DWSD requires that a meter investigation be scheduled to remove DWSD equipment from the premises if the meter is 4 years old or newer. DWSD staff will assess the age of the meter during the application process to determine if this is applicable. If determined to be applicable, a meter appointment will be set for DWSD staff to retrieve the meter. An adult (18+) will be required to be on site for this appointment. Alternately, if applicable, the customer may remove and return the meter and MIU (Meter Interface Unit) to DWSD-Meter Operations, located at 6425 Huber Street. An appointment must be made with Meter Operations to drop off the meter. Instructions to coordinate drop off will be provided when applicable. When the customer returns the meter/MIU to the meter shop, a receipt will be given to the customer listing the property address, the meter number, and final meter read. The receipt must be submitted to DWSD-Permits@detroitmi.gov. DWSD will assess the appropriate fees for all accounts where DWSD equipment is unrecovered or damaged.

3. **Drainage Charge**

All accounts billing drainage charges will continue to bill this charge monthly. Once the demolition has occurred, the owner of the property will need to complete and submit the Drainage Charge Adjustment Application providing the property/parcel's new impervious area to reassess the drainage charge; you will not be assessed a drainage charge if the parcel's impervious surface area after demolition is less than 0.02 acres (871 sq.ft.). The application can be downloaded from www.detroitmi.gov/drainage. You may also contact DWSD-Drainage at drainage@detroitmi.gov or 313-267-8000 (follow the prompts) for more information or any assistance you may need.



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DEMOLITION WATER CLEARANCE & HYDRANT USE PERMIT CHECKLIST

The following items must be submitted in order to obtain a Demolition Water Clearance Letter and Fire Hydrant Use Permit:

- Understanding the Demolition Clearance Process and Fire Hydrant Use Application
- Deed as recorded with Wayne County
- Site Plan (non-residential) N/A
- Letter(s) of Authorization for an Agent to submit the application on behalf of the property owner of record. N/A

After the complete packet, which includes the above items, has been received by DWSD, an invoice will be sent to the applicant. Applicant shall make payment and email a copy of the receipt to DWSD-Permits@detroitmi.gov prior to further application processing. Upon confirmation of payment, the Fire Hydrant Use Permit will be issued, and the service will be scheduled to be disconnected. After the service has been disconnected, a money letter will be sent for any account balance, damaged meter equipment, and/or unrecovered meters as applicable. Applicant shall make payment and once again email a copy of the receipt to DWSD-Permits@detroitmi.gov. Upon confirmation of payment, the Demolition Water Clearance Letter will be issued.



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Detroit, MI 48211

UNDERSTANDING THE DEMOLITION WATER CLEARANCE PROCESS & APPLICATION FOR FIRE HYDRANT USE

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY AND ON FILE IN OUR OFFICE PRIOR TO DEMOLITION WATER CLEARANCE AND HYDRANT PERMIT PROCESSING.

APPLICANT INFORMATION

Applicant Name: _____
Company/Organization Name: _____
Address: _____
Phone No.: _____ Email: _____
Property Owner's Name (if different from Applicant): _____

DEMOLITION INFORMATION

Demolition Property Address: _____
Do you plan to build on the above-listed site(s) and wish to reuse the current water service?* Yes No
Demolition Company: _____
Demolition Company Business Address: _____
Demolition Company Contact Person: _____
Phone No.: _____ Email: _____

*Reuse of water service is not guaranteed. DWSD will review this request to determine eligibility.

HYDRANT USE INFORMATION

Type of Use: Residential Demolition Commercial Demolition Demolition – Other (see below)
If Demolition – Other, Property Type: _____
Hydrant Use Purpose: _____

Address at Hydrant: _____
Hydrant Use Start Date: _____ Hydrant Use End Date: _____

HYDRANT REGULATIONS & CERTIFICATION

This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis.

1. Provide documentation of the site that shows facility location, hydrant location(s), address, street names, and north arrow.
2. Permitted users are responsible for the following:
 - a. Use an approved backflow preventer to eliminate any possibility of contamination of the water supply in accordance with current cross connection control policies.
 - i. Prior to use, the backflow preventer shall be tested by a certified backflow preventer tester.
 - b. Any damage to the fire hydrant outside of normal usage.
 - c. Having a knowledgeable individual to operate the hydrant.
 - d. Hydrant to be properly turned on/off and drained after use.
 - e. Disconnect hoses from hydrant when not in use.
 - f. The hydrant must be accessible for emergency service at all times.
 - g. The contractor that may operate a hydrant shall confirm they viewed the training video and conducted proper training along with a supplying the correct tool list to their on-site personnel.
 - i. <https://sendvid.com/9dm313k2>
3. Fire Hydrant Use Permit shall be kept on site at all times while the fire hydrant is being used.
4. All requests which are determined that metering of the water usage is needed will require a meter deposit and coordination with DWSD on meter install.
5. *DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD facilities. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD facilities are involved. If the water main and/or sewer facilities are broken or damaged as a result of any action on the part of the contractor, the contractor shall be liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer facilities.*

I, the undersigned, do hereby indicate that all information contained in this application, accompanying plans, and attachments are complete and accurate to the best of my knowledge and agree to abide by the above regulations.

Signature: _____ Date: _____

UNDERSTANDING THE DEMOLITION WATER CLEARANCE PROCESS REGULATIONS & CERTIFICATION

To obtain a Demolition Water Clearance, you must read this entire understanding, sign it, and fulfill the requirements below.

Water is transported to a property through a service. A service is an underground pipe extending from the City's water main to the property served. A water meter is installed on that service to register usage. A Demolition Water Clearance confirms the disconnection of all unused water services, water meter(s) removal, and payment-in-full of all charges. An unrecovered meter charge may apply.

The Customer or Owner of the property being served by a service or services which are unused, with no intention of future use or where the building is razed or scheduled to be razed must have the service "Paid to Be Discontinued". Any and all unused water services to a property or properties must be paid to be discontinued prior to any new service applications being accepted.

UNDERSTANDING THE DEMOLITION WATER CLEARANCE PROCESS REGULATIONS & CERTIFICATION CONTINUED

DWSD prohibits the use of heavy construction equipment or the storage of building material directly over or near DWSD facilities. DWSD also prohibits the use of cranes and balls or hydraulic rams for pavement removal where DWSD facilities are involved. If the water main and/or sewer facilities are broken or damaged as a result of any action on the part of the contractor, the contractor shall be liable for any and all costs incidental to the repair of such broken or damaged water main and/or sewer facilities.

- **Customer** requests the water service(s) be disconnected.
- **Owner or owner’s agent** may request Demolition Water Clearance. Identification may be required.
- **Proof of ownership** as recorded with the Wayne County Register of Deeds Office shall be provided (accepted examples: Warranty Deed, Quit Claim Deed, or Land Contract).
- The following information is required before Demolition Water Clearance requests can be processed for **Commercial, Industrial, Department of Housing, and Department of Recreation & School Properties**:
 - A complete legal description; including lot number(s)
 - A site plan of building(s) to be razed indicating street name(s), closest side streets to the building(s); if alley is behind building(s), lot number(s), water meter location, water service(s) location, and size of service pipe(s) entering building(s)
- **Payments** shall be made through the online customer service portal by credit/debit card or direct pay (bank account). Upon payment, a copy of the receipt shall be emailed to DWSD-Permits@detroitmi.gov as proof of payment. Disconnection will not be completed, and hydrant permit will not be issued, until proof of payment has been received.

I, the undersigned, do hereby indicate that all information contained in this application, accompanying plans, and attachments are complete and accurate to the best of my knowledge and agree to abide by the above regulations.

Signature: _____ Date: _____

OFFICE USE			
Hydrant Asset ID: _____	Hydrant Permit No: _____		
Demo Permit No.: _____	Reference MOU: _____		
Approved By: _____	Approved Date: _____		
OFFICE USE			
Property Type:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial <input type="checkbox"/> DPS-DHC
If applicant is requesting to reuse the current water service, DWSD Permit records indicate that the _____			
water service installed in _____:	<input type="checkbox"/> Can Be Reused <input type="checkbox"/> Cannot Be Reused		
	Year Installed	Service Size	
Approved By: _____	Approved Date: _____		

SAMPLE LETTER OF AUTHORIZATION

Joe Smith
5555 Schoenherr Street
Detroit, MI 48205

Detroit Water and Sewerage Department
Permitting and Stormwater Group
6425 Huber Street
Detroit, MI 48211

November 10, 2020

RE: Understanding the Demolition Clearance Process Form for 5555 Schoenherr Street, Detroit, MI 48205

To Whom It May Concern:

I, Joe Smith, the record property owner at 5555 Schoneherr Street, hereby authorize ABC Demolition Co. to submit the Understanding the Demolition Clearance Process form on my behalf for the disconnection of my water service.

If you have any questions or concerns, feel free to contact me at 313-555-5555.

Sincerely,

Joe Smith

Joe Smith