



**INSTRUCTIONS AND EXPLANATION
FOR
PERMIT APPLICATION FOR WATER SUPPLY SYSTEMS**

Instructions:

Permit Applications are now accepted through the [Michigan Environmental Health and Drinking Water Information System \(MiEHDWIS\)](#). An overview of the system and information for requesting an account are available on the website through the link provided. Contact your EGLE District Office with additional questions.

[EGLE - Community Water Supply District Offices Map and Contact Information \(Michigan.gov\)](#).

Complete all required fields of the application for the proposed project. Please ensure that all documents included with the Permit Application are submitted in an unlocked state, to allow for EGLE review and approval. Intentionally providing false information in the Permit Application constitutes fraud which is punishable by fine and/or imprisonment.

Print or type all information on Permit Applications completed outside of MiEHDWIS, except for signatures. Email the completed application, plans and specifications, and any attachments to the EGLE District Office having jurisdiction in the area of the proposed construction.

Bay City District Office	EGLE-DWEH-Bay-City@Michigan.gov
Cadillac District Office	EGLE-DWEH-Cadillac@Michigan.gov
Grand Rapids District Office	EGLE-DWEH-Grand-Rapids@Michigan.gov
Jackson District Office	EGLE-DWEH-Jackson@Michigan.gov
Kalamazoo District Office	EGLE-DWEH-Kalamazoo@Michigan.gov
Lansing District Office	EGLE-DWEH-Lansing@Michigan.gov
Marquette District Office	EGLE-DWEH-Marquette@Michigan.gov
Warren District Office	EGLE-DWEH-Warren@Michigan.gov

Water Supply Details

Include the Public Water Supply Identification (PWSID) number, formerly referred to as the Water Supply Serial Number (WSSN), along with the name and address of the Public Water Supply (PWS) that will own or operate the proposed infrastructure. The address is generally that of an appropriate system contact such as the mayor, city manager, township supervisor, Department of Public Works supervisor, association president, or private owner of the system.

Water Supply Representative

This is the name, title, and contact information of the water system representative who is knowledgeable of the proposed project and can answer any questions that the reviewing agency may have.

Design Engineer Details (Primary Project Designer)

This is the name and contact information of the engineer and engineering firm that is responsible for the design of the proposed project. Include whether the design engineer is preparing the application. Provide the license number of the professional engineer licensed in the State of Michigan. If the project does not require a professional engineer, indicate that this is not applicable with an explanation and include contact information for the primary project designer.

Project Construction Inspection

A quality construction job is dependent on an on-site inspector. Construction inspection by a qualified individual must be provided. The inspection should be thorough enough to assure that the construction was completed per the approved plans and to assure accurate as-built plans after construction. Identify whether water supply personnel, the design engineer, or another entity will provide construction inspection. Provide contact information for the construction inspector if not conducted by the water supply or design engineer.

Project Details

Include the project name, project purpose, and project location and county. The project name is the working name of the project (e.g., Main Street Water Main Extension, 3rd Avenue Pumping Station Renovation, Palace Subdivision Phase II, etc.). The project purpose identifies whether the project is new infrastructure, an alteration to existing infrastructure, or complete replacement of existing infrastructure. If there are multiple aspects to the project, the primary purpose of the project should be identified. The project location and county detail where the project will occur.

Facilities Summary

The Facilities Summary field should be brief and provide a high-level overview of the project. Identify what the purpose is as well as any other unique identifying criteria or additional project information not included in the Facility Details below.

EXAMPLES

Main(s)	Extend existing water main to provide water service to a new development. OR Upsize existing water main to address deficient system pressures in areas of downtown as per the system’s Reliability Study.
Well(s)	Install new well to increase capacity including variable frequency drives to provide flow control. OR Replace failing well with new pump and appurtenances. Upgrading submersible pump in existing well to remain in service.
Storage Tank(s)	Upgrade appurtenances and apply interior and exterior paint. OR Install additional elevated water storage tank to provide adequate flows and pressures in the low-pressure district.
Pump(s)	Install additional booster pump at the Valley Pump Station for reliability. OR Install new booster pump station to provide service to new development. Station includes backup power and all other equipment as required for proper operation.
Treatment Process	Rehabilitate the city conventional treatment plant. OR Adding chlorination to the currently untreated water system. Treatment goal is to maintain residual of 0.8 ppm in distribution.

Proposed Facilities

Proposed facilities identify the type of facilities included in the permit application. Multiple boxes may be checked on a single permit with more than one type of proposed facility.

Facility Details

Complete each of the tables applicable for the facility types identified in the Proposed Facilities. The Facility Details are intended to gather detailed information regarding each facility type in the project. A dedicated row should be completed for each segment or portion of the project. Comments may be used to provide additional detail, such as infrastructure identification and locational information. If more space is needed, additional pages may be attached to the application.

Basis of Design

The basis of design provides documentation of the principles, criteria, considerations, rationale, assumptions, etc. used for calculations and decisions required during design. It should identify potential impacts to the system and address suitability of the proposed design. It may apply to any type of facility and must be attached with the permit application. Examples of projects requiring a basis of design are new water mains, pump changes, storage tank appurtenances, changes in treatment, etc.

For water main projects, a template is available for completion. A basis of design is expected whenever new service(s) are being provided and/or the hydraulic performance of a system is changing.

If no basis of design is provided, a brief explanation of why one is not needed must be provided.

The following instructions are numbered to correspond to the numbered blanks on the [Permit Application for Community Water Supply Systems form \(EQP5877\)](#).

1. These are specific requirements for a bulk customer of a wholesale supplier. It is necessary to verify the agreements to ensure that capacity is available for both the customer and the supplier.
2. Sealed (stamped) and signed engineering plans must be attached for every project unless explicitly stated as not required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
3. Sealed (stamped) and signed construction specifications must be submitted with the application or be on file with EGLE. An explanation is required if they are not signed and sealed by a professional engineer. For specifications on file, the relevant document(s) must be explicitly referenced by title and year. These specifications should be up-to-date and reflect current industry standards. Standard specifications on file with EGLE should be reviewed and updated routinely.
4. Many projects are in areas that may have contamination from past practices in the area. All projects including infrastructure that has the potential to be impacted by contamination must be evaluated. Resources for evaluation of contamination that may impact the water system design are available through EGLE and are referenced on the [Contaminated Site Evaluation Checklist \(EQP5877c\)](#).
5. Construction in contaminated areas must be recognized and the findings of the evaluation adequately detailed. Any special provisions to accommodate constructing in a contaminated area must be identified. Guidance pertaining to contamination detail and mitigating water system design is provided on the [Contaminated Site Evaluation Checklist \(EQP5877c\)](#).
6. Standard industry practices and the Michigan Safe Drinking Water Act, 1976 PA 399, as amended, provide for flexibility in the design and construction of a water supply system. Please indicate areas where industry standards were not followed and why the deviation is necessary and adequate. A separate narrative or table may be appropriate. At a minimum, the deviation request

should include the following information:

- a. The location(s) where a variance is requested;
 - b. A list of other design criteria that were considered or incorporated to mitigate or minimize the potential impacts of not meeting normal design standards; and
 - c. The notice provisions that will be used to inform field inspectors of the deviation and any conditions placed on construction in granting the deviation.
7. All products utilized in the water supply system that will come into contact with potable water must meet applicable ANSI/NSF standards or other adequate third-party approval. Materials not meeting these standards need to be identified with an explanation.
 8. A utility easement must exist, or another access agreement must be in place before a permit can be issued. All water system facilities must be accessible i.e., installed in a public right-of-way or easement. Easements and public rights-of-way must be shown on the plans. Other forms of access agreements must be enclosed with the permit application.
 9. Mark the appropriate YES or NO box. If another permit is required from another agency, that permit must also be obtained.
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 12. Mark the appropriate YES or NO box. If another permit is required from another agency, that permit must also be obtained.
 13. This is the water system owner's certification for the permit application. The owner is the applicant and is ultimately responsible for the water system. The signing of the permit application by the owner of the system indicates that they have reviewed and approved the permit package before submission to EGLE. Permit applications submitted electronically must be signed with a certificate-backed digital signature. Anyone other than the owner signing a permit application must be specifically authorized by the owner to do so. Submissions from unauthorized individuals will not be accepted.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.