



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

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

The following instructions are numbered to correspond to the numbered blanks on the application form. Please attach additional pages if adequate space is not available to respond.

1. This is the name and address of the responsible person that will receive the issued permit. This is generally the mayor, city manager, township supervisor, Department of Public Works supervisor, association president, or private owner of the system. The Water Supply Serial Number (WSSN) must also be included.
2. This is the name and phone number of the water system representative who is knowledgeable of the proposed project and can answer any questions that the reviewing agency may have.
3. The project name is the working name of the project. For example: Main Street Water Main Extension, First Street Water Main Replacement, or Palace Subdivision Phase II.
4. The project location is generally the name of the city, village, or township.
5. The county name is the county name that the project is located.
6. The detailed description of the project is placed into this area. This is a point-to-point description for water main projects. It is also the place to provide a detailed description of what is necessary for booster stations, wells, chemical addition projects, storage, and treatment operations. The more detailed the summary the better. Take-off points for water main that is not in the right-of-way, or is in an unnamed road, should be included (e.g., 500 feet of 8-inch main in an easement north from Main Street at a point approximately 100 feet west of Pine Street).
7. This is the name, address, and phone number of the engineer or engineering firm that is responsible for the design of the system.
8. A quality construction job is dependent on an on-site inspector. Construction inspection by a qualified individual needs to be provided. The inspection should be thorough enough to ensure that the construction was completed per the approved plans and to ensure accurate as-built plans after construction.
9. The basis of design should address the impact of the project on the present system. For water main projects, it should include the number of additional service connections served by the project, the average and maximum day usage, expected fire flows, and actual flows and pressures at the connection point(s) to the existing system. Flows and pressures can be obtained from flow tests conducted in the field or from hydraulic

## Instructions and Explanation for Permit Application for Water Supply Systems

models. If no basis of design is provided, a brief explanation of why one is not needed should be provided. This could be that the size of the project has no significant impact on the system or that the project is in accordance with the master plan, or that the project is a replacement of existing main or equipment, with no new customers or demands being added.

10. Sealed (stamped) and signed engineering plans must be attached for every project unless it is not required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Three sets of plans should be submitted. EGLE will retain one set, the second will be sent to the owner, and the third will be sent to the engineer.
11. Sealed (stamped) and signed construction specifications must be submitted with the application or be on file with EGLE. These specifications should be up-to-date and reflect current industry standards.
12. 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 that the standards were not followed and why the deviation is necessary and adequate. For example, unable to meet minimum isolation distance from a sewer at a specific intersection.
13. All products utilized in the water supply system must meet ANSI/NSF standards or other adequate third-party approval. Materials not meeting these standards need to be identified with an explanation.
14. 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.
- 15.-18. Mark the appropriate “yes” or “no” box. If another permit is required from another agency, that permit must also be obtained.
19. Many water main projects are in areas that may have contamination from past practices in the area. Construction in contaminated areas must be recognized. Any special provisions to accommodate constructing in a contaminated area should be identified.
20. 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.
21. This is the water system owner’s certification for the application. The owner is the applicant and is ultimately responsible for the water system. The signing of the application by the owner of the system indicates that they have reviewed and approved the plans and specifications before they are submitted to EGLE.