



PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION
One City Square, Suite 300
Warren, Michigan 48093-2390
(586) 759-9300
Fax (586) 759-9318
www.cityofwarren.org

ENGINEERING INSPECTION PERMIT REQUIREMENTS

Any work to be performed in City right-of-way, in a utility easement, and certain work on private property, requires an Engineering Inspection Permit from the Engineering Division.

An Engineering Inspection Permit includes:

- Permit Application
- Approved Plans
- Surety Bond
- Proof of Insurance
- Inspection Fee Deposit
- Other related County, State or Federal Permits and Approvals

Permit Application:

Permit applications must be completed at the Engineering Division by one party, either the property owner or the contractor performing the work. The party applying for the permit must bring the following information:

- Applicant's Name
- Phone Number
- Applicant's Address
- Project Contact Person

The Inspection Fee Deposit, proof of insurance, and surety bond all must list the same party (applicant).

Approved Plans:

The Engineering Division requires two (2) complete hard-copy sets of the approved project plans(s) and an electronic copy of the approved project plans in .DWG or .DGN format, prior to issuance of the permit.

Surety Bond:

A \$5,000 TO \$50,000 Surety Bond is required for work in a local road, and a \$50,000 to \$3 million Surety Bond is required for work in a major thoroughfare. The amount of the bond will be determined by the Engineering Division after review of the project plans. Surety Bonds can be obtained from any insurance company, but must be executed on the Engineering Division Bond form and must contain the address at which the permitted work will be performed.

Proof of Insurance:

A current Certificate of Insurance is required prior to the issuance of any City permits. The proof of insurance must contain the address at which the permitted work will be performed. The City of Warren, City of Warren Downtown Development Authority, City of Warren Municipal Building Authority, the 37th District Court, and all elected and appointed officials, employees and volunteers as individuals acting within the scope of their authority, shall be named as the *Additional Insured*.

Minimum required coverage amounts are:

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| ■ Commercial General Liability | \$1,000,000 Each Occurrence
\$2,000,000 General Aggregate |
| ■ Comprehensive Motor Vehicle Liability | \$1,000,000 Combined Single Limit |
| ■ Workers Compensation | Meeting Michigan's statutory limits |

Inspection Fee Deposit:

Established to cover the cost of project inspection. An engineer from the City will determine the appropriate amount based on the plan review, and the anticipated number of hours of inspection required.

- Minimum Deposit: \$1,000.00 (Check Only)
- Inspection Time is charged as follows:

Straight Time	\$ 65.00/hour
Overtime (time and ½)	\$ 90.00/hour
Overtime (double time)	\$115.00/hour

Please contact the Engineering Division at (586) 759-9300 (24-hour notice is required) to schedule an inspection. Give the address of the work, and the Permit Number when calling.

A Materials Testing Fee will be added to the inspection fee deposit. The amount of the fee will be determined by the Engineering Division based on the necessary testing of construction materials and activities for the project. The charges are based on the current contract rates for testing services in effect at the time of the work.

Any remaining deposit balance is returned after the project is finalized. Any money owed is billed to the permit holder once the deposit has been depleted. If an inspection account becomes depleted, the Engineering Division may order all work to cease on the project until sufficient funds are received to cover the remaining inspections.

Required Prior Approvals:

1. If a public sanitary sewer is to be constructed as part of the permitted work, the City must be in receipt of Part 41, Act 451 Permit for sewer system construction from the MDEQ.
2. If a public watermain is to be constructed as part of the permitted work, the City must be in receipt of an Act 399 Permit for water supply system construction from the MDEQ, and a passing review of the construction drawings from the Detroit Water and Sewerage Department
3. If construction involves work in a State right-of-way, the City must be in receipt of a permit from MDOT for that portion of the work.
4. If construction includes work in Macomb County right-of-way, the City must be in receipt of a permit from the Macomb County Department of Roads for that portion of the work.
5. If construction includes work that affects Regulated Wetlands, the City must be in receipt of a permit from the MDEQ authorizing that work.
6. If any portion of the project site is located in the FEMA regulated flood zone, MDEQ approvals and permits must be provided to the City before Engineering Division approvals and permits can be issued.
7. If construction involves work on or near a county drain, the City must be in receipt of a permit from the Macomb County Public Works Commissioner's Office for that portion of the work.
8. If the proposed work disturbs a total area of one (1) acre or greater, or if the proposed work is for residential, condominium, or apartment building development with a disturbance area less than one (1) acre, the permittee must furnish a copy of the approved Part 91 Soil Erosion and Sediment Control Permit from the Macomb County Public Works Commissioner's Office.
9. If the proposed work disturbs a total area of five (5) acres or greater, the City of Warren must be in receipt of a completed Notice of Coverage (NOC) for *Storm Water Discharges from Construction Activity* for "Permit By Rule" coverage. The City of Warren must be given proof from the MDEQ that the "Permit By Rule" fee has been received.

State and County Agencies:

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| ■ Macomb County Department of Roads | (586) 463-8671 |
| ■ Macomb County Public Works Commissioner's Office | (586) 469-5325 |
| ■ Michigan Department of Transportation | (586) 978-1935 |
| ■ Michigan Department of Environmental Quality | (586) 753-3700 |

Bring or Mail to the Engineering Division:

1. Application Information
2. Surety Bond
3. Proof of Insurance
4. Check (payable to CITY OF WARREN) for permit inspection deposit fees. NO CASH WILL BE ACCEPTED.
5. Soil Erosion Control Permit from the Macomb County Public Works Commissioner's Office.
6. Any other related County, State, or Federal Permits required to complete the proposed work.