

## Application for a Plumbing Permit

Please complete the following application form. Incomplete forms will be rejected. Plumbing work **shall not start until a permit has been issued**. Installations shall be in conformance with the Plumbing Code. *Allow 24 hours for processing.*

**Job Address:** \_\_\_\_\_ **Owner Name:** \_\_\_\_\_

**Business, if applicable:** \_\_\_\_\_ **Location/Area:** \_\_\_\_\_

**Work Description:** \_\_\_\_\_

		Quantity	Fee	Amount	
<b>1. CHOOSE FEES &amp; INSPECTIONS</b>	<b>Existing Replacement Items (includes 1 inspection):</b>				
	<b>New or Replacement Systems</b>	Sanitary Sewer - Residential (New and Repair)		\$75.00	
		Sanitary Sewer – Non-Residential (New and Repair)		\$125.00	
		Water Service – All types (New and Repair)		\$75.00	
		Water Heater Replacement		\$70.00	
		Water Softener Replacement		\$70.00	
		RPZ Replacement (Reduced Pressure Zone)		\$70.00	
	<b>RESIDENTIAL (1-4 Dwelling Units)</b>				
	<b>New Construction</b>	Base Fee for New Construction / Renovation (includes 1 inspection)		\$70.00	
		Additional Inspections		\$70.00	
		Mobile Home Placement Flat Fee (includes 1 inspection)		\$70.00	
	<b>NON-RESIDENTIAL *See back for additional information</b>				
	<b>New Construction</b>	Base Fee (includes 1 inspection)		\$140.00	
		Additional Inspections		\$70.00	
	(For mixed use and multiple dwelling units see back for details.)				
<b>2. ADD FIXTURES</b>		<b>Quantity</b>	<b>Fee</b>	<b>Amount</b>	
	Amendment to Existing Permit # _____	-	\$35.00		
	Bath / Hot Tub / Shower (per item)		\$6.00		
	Catch Basin / Sump (per item)		\$6.00		
	Dental Chair		\$6.00		
	Drinking Fountain		\$6.00		
	Floor Drain		\$6.00		
	Garbage Grinder		\$6.00		
	Grease / Oil Interceptor		\$6.00		
	Laundry / Washing Machine		\$6.00		
	Lavatory / Sink (per item)		\$6.00		
	Med Gas Line (may require separate inspection)		\$6.00		
	Other Fixture, explain:		\$6.00		
	Roof Drain		\$6.00		
	RPZ Preventer		\$6.00		
	Sewage Pump		\$6.00		
	Stacks / Vents		\$6.00		
	Storm Sewer		\$6.00		
	Water Closet / Urinal		\$6.00		
Water Connected Device (dishwasher, ice maker, etc.; per item)		\$6.00			
Water Distribution		\$6.00			
Water Heater		\$6.00			
			<b>Total:</b>		

### APPLICANT INFORMATION:

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

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contractor Lic #:** \_\_\_\_\_ **EXP:** \_\_\_\_\_

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Over →**

January 2026

**Community & Neighborhood Services**

270 S River Ave  
Holland, MI 49423

Phone: 616 355-1330  
Fax: 616 546-7058  
Email: [permits@cityofholland.com](mailto:permits@cityofholland.com)

**INSPECTIONS:**

**No work shall be concealed until it has been inspected.**

When ready for an inspection, call Community & Neighborhood Services at (616) 355-1330. **A minimum of 24 hours' notice is required, when scheduling an inspection.**

**BASE FEES:**

A residential base fee will be charged for work involving 1-4 residential units on a property.

A non-residential base fee will be charged for work involving mixed use buildings (residential and commercial) and buildings with more than 4 dwelling units.

**INSPECTION FEES:**

For inspections at buildings containing more than 4 dwelling units (such as a hotel, motel, or apartment building), inspections are charged at the rate of **one inspection fee per 4 units**.

*Example:* If an apartment building consists of 12 units, 3 inspection fees will be charged for a rough inspection for the whole building (12 units ÷ 4 = 3 inspection fees). **Please plan accordingly.**

**PERMIT EXPIRATION:**

Permits expire after 180 days. Expired permit cannot be refunded or reinstated.

**LATE FEES:**

Late fees of \$100 per day will be charged for work started **before** a permit is issued.

**CONTRACTORS:**

Federal Employer ID Number (or reason for exemption):	Workers Comp Insurance Carrier (or reason for exemption):
Unemployment Insurance Agency Employer Account Number (or reason for exemption):	

**Once completed**, return this application to the department of Community & Neighborhood Services by e-mail it to [permits@cityofholland.com](mailto:permits@cityofholland.com); or by dropping it off at City Hall, 270 S River Ave. If you have any questions, please call us at (616) 355-1330.



Go paperless! You can apply for City of Holland trade and building permits online at [www.bsaonline.com](http://www.bsaonline.com), *excluding applications that require plan review*. Contact us to learn more about this process.

**OFFICE USE ONLY:**

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

# HOMEOWNER'S AFFIDAVIT

Work type:            MECHANICAL            PLUMBING            ELECTRICAL

I affirm that I am eligible to obtain a homeowner's permit because I am the owner of the property listed below, I live in the home, and the home is classified as a single-family home.

My home is located at \_\_\_\_\_, Holland, MI 49423.

By signing my name below, I agree to:

1. Apply for the appropriate permits;
2. Do all of the work myself;
3. Pay the required fees;
4. Request inspections for the work that I have done;
5. Make any required corrections to comply with local, City, State or other applicable codes.

I understand that under Michigan Law, if I do not demonstrate knowledge and competence in performing this work, the inspector may cancel my permit and require me to hire a licensed contractor. I understand that if my permit is canceled, my contractor will be required to obtain a new permit. I understand that work may only be performed after the issuance of a permit.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

**Please Note:** If a property is owned by a business, corporation, LLC or similar entity, or is not occupied by the deeded homeowner, all work must be performed by a licensed contractor.

*Regulations listed on this form are from the Skilled Trades Regulation Act 407 of 2016 and section 10 (4) of the 1972 PA 230. MCL S125.1510(4)*

Office Use Only:

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials