

# MECHANICAL PERMIT APPLICATION

7525 Highland Road  
White Lake, MI 48383



(248) 698-3300  
Fax (248) 666-7451

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
COMPLETION: MANDATORY TO OBTAIN PERMIT  
PENALTY: PERMIT CAN NOT BE ISSUED

## I. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		
Street Address & Job Location (Street No. and Name)	City/Village	Township	County

## II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License	Expiration Date
Address (Street No. and Name)		City	State
Telephone Number (    )	Social Security Number	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance (or reason for exemption)		MESC Employer Number (or reason for exemption)	

## III. TYPE OF JOB

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

## IV. PLAN REVIEW REQUIRED

**See below for plan review requirements before completing this section.** Plans and specifications must be submitted for one-and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 Btu's.

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

Have plans been submitted?     YES     NO     NOT REQUIRED

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act. No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

1. One-and two-family dwelling when the total building heating/cooling system input rating is 375,000 Btu's or less..
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00

**PLAN MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

## V. APPLICANT SIGNATURE

**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 of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

## VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall **be installed by myself in my own home** which I am living or about to occupy. All work shall be installed in accordance with the Mechanical code and **shall be not be enclosed, covered up, or put into operation** until it has **been inspected and approved** by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**COMPLETE APPLICATION ON BACK SIDE**

## VII. FEE CLARIFICATIONS

ITEM #2, RESIDENTIAL HEATING SYSTEM: This item is used for the installation of a heating system in a new residential structure. Items #10; Gas Piping and #18; Duct, SHOULD NOT BE charged. Replacement systems should be itemized.

**VIII. FEE CHART** - Enter the number of items being installed, multiply by the unit price for total fee.

Building Division Fee Schedule  
Mechanical Permit Fees  
Effective March 25, 2009

**MECHANICAL FEES FOR  
DETACHED SINGLE FAMILY DWELLINGS**

	FEE	# ITEMS	TOTAL
1. Application Fee	50.00	1	50.00
2. Minimum Heat Or A/C	100.00		
3. Air Conditioning	50.00		
4. Other Fuel Burning Equipment Including Solar	50.00		
5. Fireplaces	50.00		
6. Duct Work Only	25.00		
7. Gas Pipe (each outlet)	25.00		
8. Exhaust Fan	20.00		
9. Flu Damper/Vent Damper	10.00		
10. LPG and Fuel Oil Tanks	25.00		
11. Class A Chimney	25.00		
12. Inspection (Hourly Rate)	50.00		
13. Realty Inspections	100.00		
14. Mobile Home Set-Ups	50.00		

TOTAL

**COMMERCIAL  
(INDUSTRIAL/MULTIPLE/RESIDENTIAL AND OTHERS)**

	FEE	# ITEMS	TOTAL
1. Application Fee	50.00	1	50.00
2. Minimum Heat Or A/C	100.00		
3. Other Fuel Burning Equipment Including Solar	50.00		
4. Flu Damper/Vent Damper	10.00		
5. Fireplaces	50.00		
6. Class A Chimney	25.00		
7. Gas Pipe New/Install (each outlet)	25.00		
8. A/C and Refrigeration Under 15HP	50.00		
9. Evaporator Coil (each)	50.00		
10. Cooling Towers (each)	50.00		
11. Compressor	50.00		
12. Air Handlers, Self Contained Ventilation and Exhaust	50.00		
13. _____ Fire Suppression	5.00 each		
14. Ground Water Pump	25.00		
15. Ducts, Insulation, Piping Fire Suppression 100+25 for ____ 5000 of Value After the 1st 5000 _____ (each)	100.00		
16. Crematories (each)	100.00		
17. Humidifier (each)	25.00		
18. Electric Air Cleaner with Washer	30.00 each		
19. All Tanks	25.00		
20. Inspections Per Hour	50.00		
21. Re-Inspections Fee	50.00		
22. Realty Inspections Per Hour	100.00		
23. Plan Review \$30 per hour or 25% of the Building Plan Review Fee			

TOTAL

TOTAL FEES

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

GENERAL: Mechanical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the Mechanical Code. **No work shall be concealed until it has been inspected.**

When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the **job location and permit number.**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.