



MECHANICAL PERMIT APPLICATION

*Building Department
2744 Vivian Road
Monroe, MI 48162
(734) 242-5900*

****WORK DESCRIPTION MUST BE COMPLETED ON SECOND PAGE OF THIS APPLICATION****

Permit # _____

I. JOB LOCATION

Name of Owner/Agent		Has a building permit been obtained for this permit? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not required	
Street Address & Job Location (Street No. & Name)		Telephone Number ()	Parcel No. County

II. CONTRACTOR /HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner Name:		State License No.	Expiration Date
Address (Street No. and Name)		State Registration No	Local Licensing Jurisdiction
City	State	Zip Code	Local License Number Expiration Date
Telephone Number ()	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (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"/> Sewer Only <input type="checkbox"/> Water Only	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection (explain)	<input type="checkbox"/> School

IV. PLAN REVIEW REQUIRED

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below..

Plans are not required for the following:

1. One and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by 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.

If work being performed is described above, check box below "**Plans Not Required.**"

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Required Plan Review Not Required

V. APPLICANT SIGNATURE

Section 23a of the state construction code act of 1972, act no 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, 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 subject 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** in which I am living or about to occupy. All work shall be installed in accordance with the Current Mechanical Code and **shall 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

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

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

VII. FEE CHART – Enter the number of items being installed multiply the unit price for total fee.

	FEE	# ITEMS	TOTAL
New Single-Family Dwelling (fee covers up to 3 inspections) (HVAC ONLY-ONE UNIT EACH)			
up to 2,500 sq. ft.	\$250.00		
Over 2,501 sq. ft	\$350.00		
Furnace New/Conversion	\$30.00		
Residential Boiler	\$30.00		
Flue/Vent Damper	\$ 6.00		
Piping Systems -Min \$25.00			
Piping	\$.05/ft.		
Process Piping	\$.05/ft		
Bath & Kitchen exhaust	\$5.00		
Solid Fuel Equip. (includes chimney) (Wood-burning)	\$30.00		
Gas Burning Fireplace	\$30.00		
Chimney, Factory built (installed separately)	\$25.00		
Gas Piping, each opening new installation (residential)	\$5.00		
Air Conditioning or Refrigeration (includes split system)	\$30.00		
Heat Pumps (complete residential)	\$30.00		
Unit Ventilators	\$10.00		
Residential Flat Rates (includes one inspection and application fee) Circle One			
Replace Furnace and/or A/C	\$110.00		
Remove & replace water heater	\$110.00		
Fireplace- sealed unit	\$110.00		

	FEE	# ITEMS	TOTAL
Application Fee	\$50.00	1	\$50.00
Inspections (each)	\$60.00		
Contractor Administration Registration- Valid 3 yr/ term of license.	\$15.00		
Tanks			
Aboveground	\$20.00		
Underground	\$25.00		
Fire Suppression/Protection -Minimum \$20.00	\$.75 per head		
Evaporator Coils	\$30.00		
Humidifiers	\$10.00		
Duct -Minimum \$25.00	\$.10/ft		
Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers			
Under 10,000 CFM	\$20.00		
Over 10,000 CFM	\$60.00		
Commercial Hoods	\$15.00		
Ventilators	\$10.00		
Unit Heaters (terminal units)	\$15.00		
Water Heater	\$10.00		
TOTAL FEE			
		\$	

****WORK DESCRIPTION REQUIRED****

“Section 23a of the State Construction Codes Act of 1972, Act no. 230 of public Act 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23a are subjected to civil fines.”

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.

- ✓ **24 HOUR NOTICE REQUIRED FOR INSPECTIONS.**
- ✓ **A permit must be taken out before work is started and this office must be notified when work is completed.**
- ✓ **Any changes in plans or specifications must be approved by mechanical inspector.**