

Mechanical Permit Application
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
P.O. Box 30255
Lansing, MI 48909
517-241-9313
www.michigan.gov/bccfs

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Authority: 1972 PA 230
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?	
		☐ Yes ☐ No ☐ Not required	
STREET ADDRESS & JOB LOCATION (Street No. and Name)	NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		COUNTY
	☐ City ☐ Village ☐ Township OF:		

II. Contractor/Homeowner Information

INDICATE WHO THE APPLICANT IS	NAME	LICENSE NUMBER	EXPIRATION DATE
☐ Contractor ☐ Homeowner			
ADDRESS (Street No. and Name)	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		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

☐ Single Family	☐ New	☐ Special Inspection	☐ Premanufactured Home Setup (State Approved)	☐ State Owned
☐ Other	☐ Alteration	☐ LP Tank	☐ Manufactured Home Setup (HUD Mobile Home)	☐ 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 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.

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

What is the building size in square footage? _____

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

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 Submission No. _____ ☐ Plans Not Required

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's signature indicates compliance with Section VI Homeowner Affidavit)	DATE
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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 Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Complete Application on Back Side

VII. Fee Clarification

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.
Item #4, Residential Boiler: A residential boiler must be installed by a licensed boiler installer.
Items #14 and #15, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

VIII. Fee Chart - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$50.00	1	\$50.00	18. Duct - minimum \$25.00	\$.10 / ft.		
2. Residential Heating System (includes duct & pipe) <i>New Building Only*</i>	\$50.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units	\$30.00			Air Handlers/Heat Wheels			
4. Residential Boiler**	\$30.00			20. Under 10,000 CFM	\$20.00		
5. Water Heater	\$5.00			21. Over 10,000 CFM	\$60.00		
6. Flue/Vent Damper	\$5.00			22. Commercial Hoods	\$15.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00			23. Heat Recovery Units	\$10.00		
37. Gas Burning Fireplace	\$30.00			24. V.A.V. Boxes	\$10.00		
8. Chimney, Factory built (installed separately)	\$25.00			25. Unit Ventilators	\$10.00		
9. Solar; set of 3 panels (includes piping)	\$20.00			26. Unit Heaters (terminal units)	\$15.00		
10. Gas Piping; each opening - new installation (residential)	\$5.00			27. Fire Suppression/Protection - minimum \$20.00	\$.75 per head		
11. Air Conditioning (includes split systems)	\$30.00			28. Evaporator Coils	\$30.00		
12. Heat Pumps (complete residential)	\$30.00			29. Refrigeration (split system)	\$30.00		
13. Bath & Kitchen exhaust	\$5.00			30. Chiller	\$30.00		
Tanks				31. Cooling Towers	\$30.00		
14. Aboveground***	\$20.00			32. Compressor	\$30.00		
38. Aboveground Connection	\$20.00			Inspections			
15. Underground***	\$25.00			33. Special/Safety Insp. (includes cert. fee)	\$50.00		
39. Underground Connection	\$25.00			34. Additional Inspection	\$50.00		
16. Humidifiers	\$10.00			35. Final Inspection	\$50.00		
Piping Systems - minimum \$25.00				36. Certification Fee	\$20.00		
17. Piping	\$.05 / ft.						
40. Process piping	\$.05 / ft.						

* See VII. Fee Clarification, Item #2 on front

** See VII. Fee Clarification, Item #4 on front

*** See VII. Fee Clarification, Items #14 and 15 on front

Total Fee (Must include the \$50.00 non-refundable application fee)

Make checks payable to "State of Michigan"

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector will be provided on the permit form. 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 CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

Where to Submit Application: The Bureau of Construction Codes & Fire Safety is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings. Permit applications for state issued permits should be sent to the address listed on the front of this application. If you are not sure whether a state permit or a local permit is appropriate, contact our office or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313. Code questions may be directed to the Mechanical Division at 517-241-9325.

VALIDATION AREA

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.