

# MECHANICAL PERMIT APPLICATION

## Area Metropolitan Services Agency

Please make your check payable to  
and send it to the appropriate jurisdiction

Please mark box for appropriate jurisdiction

<input type="checkbox"/> Bedford Township 115 S. Uldricks Drive Battle Creek, MI 49017 Ph: 269.965.9096 Fax: 269.965.0908	<input type="checkbox"/> Convis Township 19500 15 Mile Road Marshall, MI 49068 Ph: 269.789.0654 Fax: 269.789.0657	<input type="checkbox"/> Emmett Township 621 Cliff Street Battle Creek, MI 49014 Ph: 269.968.0335 Fax: 269.968.0108	<input type="checkbox"/> Leroy Township 8156 4 Mile Road East Leroy, MI 49051 Ph: 269.979.9421 Fax: 269.979.2775	<input type="checkbox"/> Newton Township 7988 G Drive South Ceresco, MI 49033 Ph: 269.979.3212 Fax: 269.979.4470	<input type="checkbox"/> Pennfield Township 20260 Capital Ave NE Battle Creek, MI 49017 Ph: 269.968.4422 Fax: 269.968.2021	<input type="checkbox"/> City of Battle Creek 10 N. Division St, Ste 117 Battle Creek, MI 49014 Ph: 269.966.3382 Fax: 269.966.3555	<input type="checkbox"/> City of Springfield 601 Avenue A Springfield, MI 49015 Ph: 269.441.9273 Fax: 269.965.0114
---	---	---	--	--	--	--	--

**Administrative Section:**

Cash

Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Inspector Approval \_\_\_\_\_ Issued Permit # \_\_\_\_\_

**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"/> N/A
STREET ADDRESS & JOB LOCATION (STREET NO. & NAME)	NEAREST CROSS STREET
JOB SITE TELEPHONE	CELL NUMBER
	FAX

**II. CONTRACTOR / HOMEOWNER INFORMATION**

SELECT ONE:     CONTRACTOR     HOME OWNER

NAME	ADDRESS	CITY/STATE	ZIP
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS	
CONTRACTOR LICENSE NUMBER	EXPIRATION DATE	DOB	DRIVER'S LICENSE # or STATE ID #
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESO EMPLOYER NUMBER OR REASON FOR EXEMPTION			

**III. PLAN REVIEW 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 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.

WHAT IS THE BUILDING SIZE IN SQUARE FOOTAGE? \_\_\_\_\_  
WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING (BTUS)? \_\_\_\_\_

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

HAVE PLANS BEEN SUBMITTED?     YES     NO     NOT REQUIRED

**IV. TYPE OF JOB**

- SINGLE FAMILY RESIDENTIAL
- MULTI-FAMILY RESIDENTIAL
- COMMERCIAL
- ALTERATION/REMODEL
- NEW CONSTRUCTION
- SPECIAL INSPECTION
- PRE-MANUFACTURED HOME (STATE APPROVED)
- MANUFACTURED HOME (HUD MOBILE HOME)
- SCHOOL
- OTHER

**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	DATE
-----------	------

**VI. HOMEOWNER AFFIDAVIT**

I HEREBY CERTIFY THE MECHANICAL WORK DESCRIBED ON THIS PERMIT APPLICATION SHALL BE INSTALLED **BY MYSELF IN A HOME** THAT I OCCUPY OR PLAN TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE 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.

SIGNATURE	DATE
-----------	------

**COMPLETE APPLICATION ON BACK SIDE**

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

INSPECTION FEES			FEE	#	TOTAL	ITEM FEES (cont)			Fee	#	TOTAL
1. Administrative Fee: (non-refundable) Residential \$50 / Commercial \$75	\$50 \$75		\$			23. Humidifiers	\$11				
2. Special / Safety Inspection(s) (each)	\$50		\$			24. Piping (per foot) (minimum \$30)	\$0.05			\$	
3. Additional Inspection	\$50		\$			25. Heat Pumps; Commercial and Residential	\$32			\$	
4. Pre-Inspection- each	\$50		\$			26. Air Handlers/Heat Wheels (Under 10,000 CFM)	\$21			\$	
5. Underground Inspection	\$50		\$			27. Air Handlers/Heat Wheels (Over 10,000 CFM)	\$63			\$	
6. Final Inspection (required for 2+ inspections)	\$50		\$			28. Commercial Hoods (incl duct and make-up air unit)	\$60			\$	
7. Investigation	\$50		\$			29. Heat Recovery Units / ERV	\$11			\$	
<b>8. Total Inspection fees (sum of lines 1-7)</b>			\$			30. V.A.V. Boxes	\$11			\$	
<b>ITEM FEES (First inspection is included)</b>						31. Unit Ventilators	\$11			\$	
9. Gas/Oil Burning Equipment-New and/or Replacement	\$32		\$			32. Unit Heaters (Terminal Units)	\$16			\$	
10. Residential Boiler	\$32		\$			33. Fire Suppression/Protection (per head; minimum \$25) – Piping Additional under line item #24	\$0.75			\$	
11. Water Heater	\$5		\$			34. Evaporator Coils	\$32			\$	
12. Roof top or ground-mounted HVAC units	\$50		\$			35. Refrigeration (Split System)	\$32			\$	
13. Solid Fuel Equip. (Includes Chimney)	\$32		\$			36. Chiller / Cooling Towers	\$32			\$	
14. Gas Burning Fireplace(s)	\$32		\$			37. Compressor	\$32			\$	
15. Chimney, Factory built Class A, B; Chimney Liners etc.	\$26		\$			38. Certification fee	\$11			\$	
16. Solar; set of 3 panels (Includes piping) Hot Water	\$21		\$			39. Geothermal Loop (per foot) (minimum \$30)	\$.02			\$	
17. Gas Piping; each opening – new Installation	\$15		\$			40. In floor Hydronic (per foot) (minimum \$30)	\$.02			\$	
18. Air Conditioning (includes split systems)	\$32		\$								
19. AC Split System with Multi-Head (per addl head)	\$10		\$								
20. Aboveground / Underground LP Tanks	\$21		\$			<b>SUBTOTALS</b>					
21. Bath/Kitchen/Laundry Exhaust (\$5 ea/min. \$15)	\$5		\$			41. Subtotal Inspection Fees (line 8; Minimum \$50)				\$	
22. Duct system (per ft) (minimum \$30 per system)	\$0.11		\$			42. Subtotal Item Fees (Lines 9 – 40; Minimum \$50)				\$	

**FEES WORKSHEET**

<input type="checkbox"/> Paid by Applicant	45. Plan Review Fee (when required in Section III): 25% of calculated Building Plan Review Fee	\$
<input type="checkbox"/> Paid by General Contractor	46. Work Before Application Fee (Due if work has started before permit was issued): \$150	\$
<input type="checkbox"/> Not Applicable	<b>TOTAL (Lines 41-46; Minimum of \$100) Includes one inspection. Additional fees may apply if multiple inspections are needed.</b>	\$

**RE-INSPECTIONS ARE NOT INCLUDED IN THE APPLICATION FEE. REQUIRED RE-INSPECTIONS ARE BILLED SEPARATELY AT \$50 EACH. ADDITIONAL INSPECTIONS REQUESTED BY THE APPLICANT AFTER PERMIT IS ISSUED WILL BE BILLED SEPARATELY AT \$50 EACH.**

**GENERAL:** Mechanical work shall not be started until the permit has been issued or other approval has been obtained. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.**

**CALL FOR INSPECTIONS:** 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 OR CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.**

**SCOPE OF WORK PROJECT DESCRIPTION – REQUIRED FOR PERMIT ISSUANCE**
