

MECHANICAL PERMIT APPLICATION

Area Metropolitan Services Agency

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

Please mark box for appropriate jurisdiction.

Leroy Township
8156 4 Mile Road
East Leroy, MI 49051
Ph: 269-979-9421
Fax: 269-979-2775

Bedford Township
115 S Uldriks Drive
Battle Creek, MI 49017
Ph: 269-965-9096
Fax: 269-965-0908

Convis Township
19500 15 Mile Road
Marshall, MI 49068
Ph: 269-789-0654
Fax: 269-789-0657

Emmett Township
621 Cliff Street
Battle Creek, MI 49014
Ph: 269-968-0335
Fax: 269-968-0108

Newton Township
7988 G Drive South
Ceresco, MI 49033
Ph: 269-979-3212
Fax: 269-979-4470

Pennfield Township
20260 Capital Ave NE
Battle Creek, MI 49017
Ph: 269-968-4422
Fax: 269-968-2021

City of Battle Creek
10 N Division St, Ste 117
Battle Creek, MI 49014
Ph: 269-966-3382
Fax: 269-966-3654

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?
 YES NO 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 _____ DATE OF BIRTH _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION _____

MESC 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. CONTRACTOR'S 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 _____ 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 OF HOMEOWNER _____ 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. Special / Safety Inspection(s) (each)	\$50		\$			21. Bath/Kitchen/Laundry Exhaust (each) (min. \$15)	\$5		\$		
2. Additional Inspection	\$50		\$			22. Duct system (per ft) (minimum \$30 per system)	\$0.11		\$		
3. Pre-Inspection- each	\$50		\$			23. Humidifiers	\$11		\$		
4. Underground Inspection	\$50		\$			24. Piping (per foot) (minimum \$30)	\$0.05		\$		
5. Final Inspection (required for 2+ inspections)	\$50		\$			25. Heat Pumps; Replacement Units	\$32		\$		
6. Investigation	\$50		\$			26. Heat Pumps; Commercial and Residential (Pipe not included; Ducts included.)	\$50		\$		
7. Total Inspection fees (sum of lines 1-6)			\$			27. Air Handlers/Heat Wheels (Under 10,000 CFM)	\$21		\$		
ITEM FEES (First inspection is included)						28. Air Handlers/Heat Wheels (Over 10,000 CFM)	\$63		\$		
8. Residential Heating System (Includes duct & pipe). This item is used for the installation of a heating system in a new residential structure. Items #17 Gas Piping (one outlet) and #22 Duct System should not be charged. Replacement systems should be itemized.	\$50		\$			29. Commercial Hoods (Incl duct and make-up air unit)	\$60		\$		
9. Gas/Oil Burning Equipment-New and/or Conversion Units	\$32		\$			30. Heat Recovery Units	\$11		\$		
10. Residential Boiler	\$32		\$			31. V.A.V. Boxes	\$11		\$		
11. Water Heater	\$5		\$			32. Unit Ventilators	\$11		\$		
12. Roof top or ground-mounted HVAC units	\$50		\$			33. Unit Heaters (Terminal Units)	\$16		\$		
13. Solid Fuel Equip. (Includes Chimney)	\$32		\$			34. Fire Suppression/Protection (per head) (minimum \$25)	\$0.75		\$		
14. _____ Gas Burning Fireplace(s)	\$32		\$			35. Evaporator Coils	\$32		\$		
15. Chimney, Factory built Class A, B; Chimney Liners etc.	\$26		\$			36. Refrigeration (Split System)	\$32		\$		
16. Solar; set of 3 panels (Includes piping)	\$21		\$			37. Chiller	\$32		\$		
17. Gas Piping; each opening – new install(min. \$15)	\$5		\$			38. Cooling Towers	\$32		\$		
18. Air Conditioning (includes split systems)	\$32		\$			39. Compressor	\$32		\$		
19. Aboveground Tanks	\$21		\$			40. Certification fee	\$11		\$		
20. Underground Tanks	\$26		\$			41. Geothermal Loop (per foot) (minimum \$30)	\$0.02		\$		
						42. In floor Hydronic (per foot) (minimum \$30)	\$0.02		\$		
						SUBTOTALS					
						43. Subtotal Inspection Fee (line 7)			\$		
						44. Subtotal Item Fees (Lines 8 – 42) (minimum \$50)			\$		

FEES WORKSHEET

<input type="checkbox"/> Paid by Applicant	45. Plan Review Fee (when required in Section IV): 25% of calculated Building Plan Review Fee	\$
<input type="checkbox"/> Paid by General Contractor	46. Administrative Fee: 10% of total of #43-45 (min \$50, not to exceed \$200) (non-refundable)	\$
<input type="checkbox"/> Not Applicable	47. Work Before Application Fee (Due if work has started before permit was issued): \$150	\$
TOTAL (Lines 43-47) (Minimum of \$100)Includes one inspection. Additional fees may apply if multiple inspections are needed.		\$

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 CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

Comments/Descriptions:
