

MECHANICAL PERMIT APPLICATION

Pennfield Township 20260 Capital Ave NE Battle Creek, MI 49017 269-968-4422 Fax 269-968-2021	<h2 style="margin: 0;"><u>Area Metropolitan Services Agency</u></h2> <p style="margin: 0;">Please make your check payable to and send it to, the appropriate jurisdiction noted.</p> <p style="margin: 0;">Please mark box for appropriate jurisdiction.</p>	Newton Township 7988 G Drive South Ceresco, MI 49033 269-979-3212		
Bedford Township 115 S Uldriks Drive Battle Creek, MI 49017 269-965-9096	Leroy Township 8156 4 Mile Rd. East Leroy, MI 49051 269-979-9421 ext 12 Fax 269-979-2775	City of Battle Creek 77 E Michigan Ave Ste 120 Battle Creek, MI 49014 269-966-3382 Fax 269-966-3654	Emmett Township 620 Cliff Street Battle Creek, MI 49014 269-968-0335 Fax 269-968-3523	City of Springfield 601 Avenue A Springfield, MI 49037 269-965-2354 Fax 269-965-0114

I. JOB LOCATION		Date Submitted: _____	Property I.D. # _____
Name of Owner / Agent	Has a building permit been obtained for this project?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Required
Street Address & Job Location (Street No. & Name)	Nearest Cross Street		
Job site telephone	Fax		

II. CONTRACTOR / HOMEOWNER INFORMATION			
<input type="checkbox"/> Contractor	Name	License Number	Expiration Date
<input type="checkbox"/> Homeowner			
Address (Street # and Name)		City	State
Telephone Number ()	Date of Birth	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	
Fax Number		E mail address	

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
<p>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.</p> <p>What is the building size in square footage? _____</p> <p>What is the input rating of the heating system in this building? _____</p> <p>Have plans been submitted? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED</p> <hr style="border-top: 1px dashed black;"/> <p>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:</p> <ol style="list-style-type: none"> 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. <p>PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.</p>

V. CONTRACTORS 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.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Signature of Licensee</td> <td style="width: 30%; border: none;">Date</td> </tr> </table>	Signature of Licensee	Date
Signature of Licensee	Date	

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 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.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Signature of Homeowner</td> <td style="width: 30%; border: none;">Date</td> </tr> </table>	Signature of Homeowner	Date
Signature of Homeowner	Date	

COMPLETE APPLICATION ON BACK SIDE

MECHANICAL PERMIT APPLICATION

VII. FEE CLARIFICATIONS							
ITEM # 8, RESIDENTIAL HEATING SYSTEM: This item is used for the installation of a heating system in a new residential structure. Items #17; Gas Piping and #25; Duct, SHOULD NOT BE CHARGED. Replacement systems should be itemized.							
VIII. FEE CHART - Enter the number of item being installed; multiply by the unit price for total fee.							
	FEE	#	TOTAL		FEE	#	TOTAL
INSPECTION FEES (First inspection is included)				20. Bath / Kitchen / Laundry Exhaust	\$5.00		\$
1. Special / Safety Inspection/s per hr.	\$45.00		\$	Tanks 21. Aboveground	\$20.00		\$
2. Additional Inspection	\$40.00		\$	22. Underground	\$25.00		\$
3. Pre-Inspection- each	\$40.00		\$	23. Humidifiers	\$10.00		\$
4. Underground Inspection	\$40.00		\$	24. Piping minimum \$25.00	.05/ft		\$
5. Final Inspection (required for two or more inspections)	\$40.00		\$	25. Duct system minimum \$25.00 each	.10/ft		\$
6. Investigation	\$40.00		\$	26. Heat Pumps; Commercial (Piping add \$.02/per ft.)	\$20.00 \$.02/ft		\$
7. Total Inspections Requested and sum of #1 - #6				Air Handlers/Heat Wheels			\$
ITEM FEES				27. Under 10,000 CFM	\$20.00		\$
8. Residential Heating System (Includes duct & pipe) See section VII	\$50.00		\$	28. Over 10,000 CFM	\$60.00		\$
9. Gas/Oil Burning Equipment-New and/or Conversion Units	\$30.00		\$	29. Commercial Hoods	\$15.00		\$
10. Residential Boiler	\$30.00		\$	30. Heat Recovery Units	\$10.00		\$
11. Water Heater	\$5.00		\$	31. V.A.V. Boxes	\$10.00		\$
12. Flue/Vent Damper	\$5.00		\$	32. Unit Ventilators	\$10.00		\$
13. Solid Fuel Equip. (Includes Chimney)	\$30.00		\$	33. Unit Heaters (Terminal Units)	\$15.00		\$
14. _____ Gas Burning Fireplace	\$30.00		\$	34. Fire Suppression/Protection Min. \$20.00	\$.75/ head		\$
15. Chimney, Factory built- installed Separately	\$25.00		\$	35. Evaporator Coils	\$30.00		\$
16. Solar; set of 3 panels (Includes piping)	\$20.00		\$	36. Refrigeration (Split System)	\$30.00		\$
17. Gas Piping; each opening – new Installation	\$5.00		\$	37. Chiller	\$30.00		\$
18. Air Conditioning (includes split Systems)	\$30.00		\$	38. Cooling Towers	\$30.00		\$
19 Heat Pumps; Complete Residential	\$30.00		\$	39. Compressor	\$30.00		\$
				40. Certification fee	\$10.00		\$
				41. Work before application ****	\$40.00		\$
42. TOTAL ITEM FEE (sum of #8 - #41)					Minimum \$40.00		\$
43. TOTAL INSPECTION FEE (see line #7)							\$
44. Plan Review Fee (when required)***	<input type="checkbox"/> A. Paid by General Contractor		\$	<input type="checkbox"/> B. Paid by Applicant			\$
45. ADMINISTRATIVE FEE** (If total of #42, 43and 44 exceeds \$400..00 see note below)					Minimum \$40.00		\$
TOTAL APPLICATION FEES					Minimum of \$80.00		\$

Inspections: Underground (#4) and/or final (#5) inspections are not included in Item Fees
Re-inspections are not included in the application fee. Required re-inspections are billed separately at \$40.00 each
Additional Inspections requested by the applicant after permit is issued will be billed separately at \$40.00 each.

Plan Review Fee *** See section IV for additional requirements. Plans may be required for projects that include unusual designs. Plan Review Fee: 25% of calculated Building Plan Review Fee.
Administrative Fee** The greater of \$40.00 or 10% of the total of #42, 43 and 44. Not to exceed \$200.
Work Commenced before Application **** A voluntary fee that may be paid by the applicant when work has been commenced before application is filed, in order to avoid the cost of an investigation and/or a civil fine.
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.