

**Proposed Michigan Mechanical Permit Application
by the Michigan Air Conditioning Contractors
Association**

M 2013 M

*(Continue to back page and complete
before printing this document)*

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	_____ is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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I. Project or Facility Information

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> County <input type="checkbox"/> Township OF:			

II. Applicant/Facility Contact Information

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF OWNER/LICENSEE	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS			
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	Mechanical License Number	Classifications	Expiration Date	
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)	UIA NUMBER (or reason for exemption)			

III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> State Owned
<input type="checkbox"/> Residential	<input type="checkbox"/> Alteration	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> School
<input type="checkbox"/> Other		<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	

IV. Plan Review Information

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 Project 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 CONTRACTOR OR OWNER	DATE

VII. Mechanical work applied for and Fee Schedule

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 need not be added. Replacement systems should be itemized.

	# of Items	
1. Residential Heating System (includes duct & pipe) New Building Only*		
2. Gas/Oil Burning Equipment (furnace, roof top units, generators)		
3. Boiler		
4. Non Residential Water Heater (gas piping & venting-direct replacement only)		
5. Damper (control, back-draft, barometric or fire/smoke)		
6. Solid Fuel Equipment (includes chimney)		
7. Chimney, factory built (installed separately), B Vent, PVC Venting		
8. Gas Burning Fireplace		
9. Solar; set of 3 panels-fluid transfer (includes piping)		
10. Gas Piping; each opening-new install (residential)		
11. Air Conditioning (incl. split systems) RTU-Cooling Only		
12. Heat Pumps (split systems) or Geothermal (complete residential)		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)		
14. Humidifiers/Air Cleaners		
15 Residential Furnace Replacement		
16. Residential Air Conditioner Replacement		
17. Residential Water Heater Replacement		
Tanks		
18. Aboveground (other than L.P.)		
19. Above ground Connection		
20. Underground (other than L.P.)		
21. Underground Connection		
Piping (ALL piping-minimum fee \$ _____)		
22. Fuel Gas Piping Above/Underground		
23. Process Piping Above/Underground		
24. Hydronic Piping Above/Underground		
25. Refrigeration Piping		
26. Commercial Air Conditioning Piping		

*See VII. Fee Schedule Item #2 above

NOTE: Under special circumstances the E.A. will assess an hourly fee for inspection services at a rate of \$ _____ per hour.

	# of Items	
27. Exhausters (commercial)		
28. Duct – minimum fee \$ _____		
29. Heat Pumps; Commercial (pipe not included)		
Air Handlers/Heat Wheels		
30. Under 10,000 CFM		
31. Over 10,000 CFM		
32. Non Residential Hoods		
33. Heat Recovery Units		
34. V.A.V. Boxes (all variable volume or zone damper equipment)		
35. Unit Ventilators/PTAC Units		
36. Unit Heaters (terminal units)		
37. Fire Suppression/Protection (includes piping)-minimum fee \$ _____		
38. Coils (Heat/Cool)		
39. Refrigeration (split system)		
Chiller/Cooling Towers		
40. Chiller-Refrigeration		
41. Chiller-Air Conditioning		
42. Cooling Towers-Refrigeration		
43. Cooling Towers-Air Conditioning		
44. Compressor/Condenser		
Fees		
45. Application Fee (Non Refundable)	Fee	No. of Items Total
46. Special Insp. (pertaining to sale of bldg.)		
47. Rough/Additional Inspection		
48. Final Inspection		
49. Certification Fee		

VIII. Instructions for Completing Application

Total Fee (Must include the \$ _____ non-refundable _____ application and \$ final inspection fees)

Make checks payable to “ _____ ”

Validation Area

General: Mechanical work shall not be started until the application for permit has been filed with the Enforcing Agency. 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**. **Schedule permitting, an inspector will respond to an inspection request within 2 business days to schedule the inspection. The inspector will typically perform the inspection within 5 business days as his or her schedule permits.**

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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND 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 \$_____.**

Where to Submit Application: _____ is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings as well as public and charter school construction where a local delegation of authority does not exist. Permit applications should be sent to the address 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 or by email at bccmech@michigan.gov.