

CITY OF PERRY
203 W. Polly Street
Perry, MI 48872
Ph: (517) 625-6155
Fax: (517) 625-6157



AUTHORITY: P.A. 230 of 1972 AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT
PENALTY: PERMIT CAN NOT BE ISSUED

SHIAWASSEE COUNTY

Mechanical Permit Application

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):	Telephone No.	City/Village:	Township:	County:

II. CONTRACTOR/HOMEOWNER INFORMATION

☐ Contractor ☐ Homeowner	Name:	License Number:	Expiration Date:
Address (Street No. and Name):		City:	State:
		Zip Code:	
Telephone Number:		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	☐ Pre-manufactured Home Setup (State Approved)	☐ State Owned
☐ Other	☐ Alteration	☐ LP Tank	☐ Manufactured Home Setup (HUD Mobile Home)	☐ School

IV. PLAN REVIEW REQUIRED

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 or less.

What is the building size in square footage? _____

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

Have Plans Been Submitted: ☐ Yes ☐ No ☐ Not 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 \$15,000.00.

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED

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 signature indicates compliance with Section VI – Homeowner Affidavit) _____ 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.

VIIa. 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 #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)	\$75.00	1	\$75.00	18. Duct -minimum fee \$15.00	\$.10 / ft		
2. Residential Heating System (includes duct and pipe) New Building Only*	\$20.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			Air Handlers / Heat Wheels			
4. Boiler	\$30.00			20. Under 10,000 CFM	\$20.00		
5. Water Heater	\$5.00			21. Over \$10,000 CFM	\$60.00		
6. Damper	\$5.00			22. Commercial Hoods/Exhausters	\$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)	\$10.00			25. Unit Ventilators	\$10.00		
9. Solar; set of 3 panels – fluid transfer (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 (includes piping) min fee \$20.00	\$.75/head		
11. Air Conditioning (includes split systems) RTU – Cooling Only	\$15.00			28. Evaporator Coils	\$30.00		
12. Heat Pumps (Complete Residential)	\$30.00			29. Refrigeration (split system)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust	\$3.00			30. Chiller	\$30.00		
Tanks				31. Cooling Towers	\$30.00		
14. Aboveground ***	\$5.00			32. Compressor/Condenser	\$30.00		
38. Aboveground Connection	\$5.00			Inspections			
15. Underground***	\$20.00			33. Special Safety Inspection (Includes Cert Fee)	\$45.00		
39. Underground Connection	\$20.00			34. Additional Inspection	\$75.00		
16. Humidifiers / Air Cleaners	\$10.00			35. Final Inspection	\$75.00	1	\$75.00
Piping -Minimum Fee \$25.00				36. Certification Fee	\$10.00		
17. Piping	\$.05 / ft			Total Fee (Must include the \$50.00 non-refundable app. Fee)			
40. Process Piping	\$.05 / ft						

*See VII. Fee Clarification Item #2 on front

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

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the Municipality. 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.**

Validation Area

Make Checks Payable to City of Perry