

City of Mt. Morris

APPLICATION FOR MECHANICAL PERMIT

AUTHORITY: P.A. 230 OF 1972, AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT
PENALTY: PERMIT WILL NOT BE ISSUED

City of Mt. Morris
11649 N. Saginaw St. TEL: (810) 686-2160 FAX: (810) 686-7330
Mt. Morris, MI 48458

MAKE CHECKS PAYABLE TO CITY OF MT. MORRIS

I. JOB LOCATION

Owners Name:		Owners Telephone Number:	
Street Address: (STREET NO. & NAME)		City: Mt. Morris	State: MI County: Genesee

II. CONTRACTOR / HOMEOWNER INFORMATION

☐ CONTRACTOR ☐ HOMEOWNER	Name of Mechanical Contractor or Homeowner:	License No:	Ex. Date:
Street Address: (STREET NO. & NAME)		City:	State: ZipCode:
Telephone:	Cell Number:	Federal Employer ID Number:	
Workers compensation Insurance Carrier:		MESC Employer Number:	

III. TYPE OF JOB

☐ SINGLE FAMILY ☐ OTHER	☐ SPECIAL INSPECTION ☐ LP TANK	☐ PREMANUFACTURED HOME SETUP ☐ MANUFACTURED HOME SETUP	☐ STATE OWNED ☐ SCHOOL	☐ NEW ☐ ALTERATION
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IV. PLAN REVIEW REQUIRED

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.

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

(See below for plan review requirements before completing this section)

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 dwelling 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 have HVAC equipment only, with one fire area and not more than 3,500 sq. feet.
4. Work completed by a governmental subdivision of State agency costing less than \$15,000.00

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

V. CONTRACTOR SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125 1523AA, 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. Violations of Section 23a are subject to civil fines.

Signature of Licensee: X	Date:
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VI. HOMEOWNER AFFIDAVIT AND SIGNATURE

I hereby certify the mechanical work described on this permit application is being INSTALLED BY MYSELF IN MY OWN HOME 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.

Signature of Homeowner: X	Date:
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VII. FEE CHART

ONE INSPECTION FEE IS REQUIRED ON ALL APPLICATIONS

	FEE	ITEMS	TOTAL		FEE	ITEMS	TOTAL
Residential Home Flat Rate Includes				Heat Recovery Units	\$10		
Application Fee & (3) Inspections	\$300			V.A.V. Boxes	\$10		
Application Fee	\$75			Unit Ventilators	\$10		
Gas/Oil Burning Equip. New and/or				Unit Heaters	\$25		
Conversion Units Under 400,000 BTU's	\$30			Fire Suppression Systems			
Over 400,000 BTU's	\$45			(\$1 per head - \$20 plus per head)	←		
Residential Boiler	\$30			Evaporator Coils	\$30		
Water Heater	\$25			Refrigeration (split system)	\$30		
Flue/Vent Damper	\$7			Chiller	\$30		
Solid Fuel Equipment	\$25			Cooling Towers	\$30		
Chimney, Factory Built	\$25			Compressor	\$40		
Solar, Set of (3)	\$20			Special Safety Inspection	\$50		
Gas Piping, Each Opening	\$5			Piping Systems (min \$25)	\$.05/ft		
Gas Burning Fire Place	\$25			LPG or Fuel Oil Tanks	\$35		
Duct Work Only (\$25 min)	\$25			Mobile Home Hook-Up	\$100		
Air Conditioning	\$30			Commercial Roof Top	\$60		
Heat Pumps	\$30			Each Inspection	\$75		
Under & Above Ground Tanks	\$20						
Humidifiers	\$10						
Kitchen & Bath Exhaust	\$10						
Dryer Vent	\$10						
Exhaust Fans	\$20						
Air Handlers: Under 10,000 CFM	\$15						
Over 10,000 CFM	\$30						
Commercial Hoods	\$10						

Residential heating systems include three (3) inspections. Additional or re-inspections are \$45 each.

VIII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the Mechanical Code. No work shall be concealed until it has been inspected. When ready for an inspection, call the city providing as much notice as possible. The City will need the job location and permit number. When a permit is issued, the permit number will be prefixed by an PM.

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 A PREVIOUS INSPECTIONS. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

"This institution is an equal opportunity provider and employer."

The department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.