Mechanical Permit Application

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Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30255, Lansing, MI 48909
517-241-9313
www.michigan.gov/bcc

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Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request;.	LARA is an equal opportunity employer/program. Auxillary aids, services and other reasonable accomodations are available upon request to individuals with disabilities.

I. Project or Facility Information

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.			HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? ☐ Yes ☐ No ☐ 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 ☐ City ☐ Village ☐ Township **OF:**			

II. Applicant/Facility Contact Information

INDICATE APPLICANT ☐ Contractor ☐ Homeowner	NAME OF HOMEOWNER/CONTRACTOR	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)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)		

III. Type of Job

☐ **Single Family**	☐ New	☐ Special Inspection	☐ **State Owned**
☐ **Other**	☐ Alteration	☐ Premanufactured Home Setup (State Approved) ☐ Manufactured Home Setup (HUD Mobile Home)	☐ **School**

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.

BCC 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 HOMEOWNER (Homeowner's 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 Michigan Mechanical Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

VII. 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.

	Fee	# of Items	Total
1. Application Fee (non-refundable)	$75.00	1	$75.00
2. Residential Heating System (includes duct & pipe) New Building Only*	$50.00		
3. Gas/Oil Burning Equipment (furnance, roof top units, generators)	$30.00		
4. Boiler	$30.00		
5. Water Heater (gas piping & venting-direct replacementment only)	$5.00		
6. Damper (control, back-draft, barometric or fire/smoke)	$5.00		
7. Solid Fuel Equipment (includes chimney)	$30.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	$25.00		
37. Gas Burning Fireplace	$30.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	$20.00		
10. Gas Piping; each opening-new install (residential)	$5.00		
11. Air Conditioning (incl. split systems) RTU-Cooling Only	$30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	$5.00		
16. Humidifiers/Air Cleaners	$10.00		
Tanks			
14. Aboveground (other than L.P.)	$20.00		
38. Aboveground Connection	$20.00		
15. Underground (other than L.P.)	$25.00		
39. Underground Connection	$25.00		
Piping (ALL piping-minimum fee $25.00)			
17. Fuel Gas Piping	$.05 /ft		
40. Process Piping	$.05 /ft		
41. Hydronic Piping	$.05 /ft		
42. Refrigeration Piping	$.05 /ft		
46. Commercial Air Conditioning Piping	$.05 /ft		

	Fee	# of Items	Total
43. Exhausters (commercial)	$15.00		
18. Duct - minimim fee $25.00	$.10 /ft		
19. Heat Pumps; Commercial (pipe not included)	$20.00		
Air Handlers/Heat Wheels			
20. Under 10,000 CFM	$20.00		
21. Over 10,000 CFM	$60.00		
22. Commercial Hoods	$15.00		
23. Heat Recovery Units	$10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	$10.00		
25. Unit Ventilators/PTAC Units	$10.00		
26. Unit Heaters (terminal units)	$15.00		
27. Fire Suppression/Protection (includes piping)-minimum fee $20.00	$.75 / head		
28. Coils (Heat/Cool)	$30.00		
29. Refrigeration (split system)	$30.00		
Chiller/Cooling Towers			
30. Chiller-Refrigeration	$30.00		
44. Chiller-Air Conditioning	$30.00		
31. Cooling Towers-Refrigeration	$30.00		
45. Cooling Towers-Air Conditioning	$30.00		
32. Compressor/Condenser	$30.00		
Inspections			
33. Special Insp. (pertaining to sale of bldg.)	$75.00		
34. Additional Inspection	$75.00		
35. Final Inspection	$75.00	1	$75.00
36. Certification Fee	$30.00		

*See VII. Fee Schedule Item #2 above

NOTE: Under special circumstances the bureau will assess an hourly fee for inspection services at a rate of $75.00 per hour.

Total Fee (Must Include the $75 non-refundable application and $75 final inspection fees)

Make checks payable to "State of Michigan"

VIII. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes. 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 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 $75.00.**

Validation Area

Where to Submit Application: The Bureau of Construction Codes 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 for state issued permits 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.