

**LEELANAU COUNTY DEPARTMENT OF BUILDING SAFETY**

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**APPLICATION FOR MECHANICAL PERMIT**

Permit Number

**I. JOB LOCATION**

Name of Owner/Agent	Parcel Number (Required) 45 - - - - -	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address & Job Location (Street No. and Name)		

**II. CONTRACTOR/HOMEOWNER INFORMATION**

Contractor	Name	Company Name	Telephone Number	
Homeowner	Name			Telephone Number
Address (Street Number and Name) (P.O. Box) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner				E-mail address
City		State	Zip Code	Cell Number
Federal Employer Number (or reason for exemption)		State Boiler License	Expiration Date	State License Number    Expiration Date
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)		Mechanical License Classification Codes

**III. TYPE OF JOB**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Other	<input type="checkbox"/> UG Only
Description of work (required)					

**IV. PLAN REVIEW REQUIREMENT**

**PLAN REVIEWS ARE NOT REQUIRED FOR THE FOLLOWING:**

- o One or two family dwellings when the heating system input rating is 375,000 BTU's or less
- o Alterations & repair work determined by the mechanical official to be of a minor nature
- o Assembly, Business, Mercantile and Storage building having HVAC equipment only, with **one** fire area and **not more** than 3500 square feet.
- o Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

**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 Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**  
 WHAT IS THE BUILDING SIZE IN SQ. FT? \_\_\_\_\_ WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING? \_\_\_\_\_  
**HAVE MECHANICAL PLANS BEEN SUBMITTED** (check one).     Yes     No     Not Required

**V. APPLICANT SIGNATURE (below)**

**Section 23a of the State Construction Code Act of 1972, 1972 PA230, 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 residential structure. Violators of Section 23a are subject to civil fines.**

<u>Signature</u>	<u>Printed Name</u>	<u>Date</u>
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**VI. HOMEOWNER AFFIDAVIT**

I hereby certify that 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 State Mechanical Code and **shall not be enclosed, covered up**, or put into operation until it has been inspected and approved by the Leelanau County Mechanical Inspector. I will cooperate with the Leelanau County Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**VII. EXPIRATION OF PERMIT:** A permit becomes invalid if the authorized work is not commenced within six months after issuance of the permit or if authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE REVOKED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION. REVOKED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**VIII. FEE CHART** Enter the number of items being installed, multiply by the unit price for the subtotal fee

	FEE	#OF ITEMS	TOTAL		FEE	#OF ITEMS	TOTAL
<b>1. APPLICATION BASE FEE</b> <i>NON-REFUNDABLE</i> <b>(Does not include inspection)</b>	\$50.00	1	\$50.00	<b>19. HRV &amp; ERV UNITS</b> (each)	\$10.00		
<b>2. AFTER-THE-FACT PERMIT FEE:</b> a fee of \$150 may be assessed to individuals who have been found by the Building Official to have proceeded with construction without obtaining required permits.	\$150.00			<b>20. UNIT HEATERS</b> (terminal units)	\$15.00		
<b>3. RESIDENTIAL MECHANICAL – NEW HOUSE CONSTRUCTION ONLY</b> (See Section VIII below for clarification)	\$90.00			<b>COMMERCIAL ITEMS ONLY BELOW</b>			
<b>4. GAS BURNING FIREPLACE</b>	\$30.00			<b>21. HEATING PUMPS:</b> <i>COMMERCIAL – PIPE NOT INCLUDED</i>	\$20.00		
<b>5. GAS/OIL BURNING EQUIPMENT</b> (furnaces and roof top units)	\$30.00			<b>22. AIR HANDLERS/HEAT WHEELS UNDER 10,000 CFM</b>	\$20.00		
<b>6. BOILER</b>	\$30.00			<b>23. OVER 10,000 CFM</b>	\$60.00		
<b>7. PIPING (ALL)</b>	\$25.00			<b>24. COMMERCIAL HOODS</b>	\$15.00		
<b>8. DUCTWORK (ALL)</b>	\$25.00			<b>25. V.A.V. BOXES or Zone Damper Equip.</b>	\$10.00		
<b>9. GAS PIPING EACH OPENING</b> (Residential)	\$5.00			<b>26. UNIT VENTILATORS/PTAC Units each</b>	\$10.00		
<b>10. SOLID FUEL EQUIPMENT (All)</b> ( INCLUDES CHIMNEY)	\$30.00			<b>27. FIRE SUPPRESSION/PROTECTION</b> (includes piping)	\$40.00		
<b>11. CHIMNEY, factory built</b> (installed separately) B vent, PVC, etc.	\$25.00			<b>28. COILS</b> (Heat/Cool)	\$30.00		
<b>12. SOLAR; SET OF 3 PANELS INCLUDES PIPING</b>	\$20.00			<b>29. REFRIGERATION</b> (split system) (includes one coil)	\$30.00		
<b>13. WATER HEATER</b>	\$5.00			<b>30. CHILLER</b> (A/C or Refrigeration)	\$30.00		
<b>14. AIR CONDITIONING</b> (includes split systems) RTU cooling only	\$30.00			<b>31. COOLING TOWERS</b> (A/C or Refrig.)	\$30.00		
<b>15. HEAT PUMPS</b> (split systems) or Geothermal (complete residential)	\$30.00			<b>32. COMPRESSOR/Condensers</b>	\$30.00		
<b>16. Bath, Dryer, Kitchen Exhaust,</b> (residential ducting not included)	\$5.00 Per unit			<b>33. ADDITIONAL/ROUGH INSPECTION</b>	\$50.00		
<b>17. TANK CONNECTIONS</b>	\$5.00			<b>34. FINAL INSPECTION</b>	\$50.00		
<b>18. HUMIDIFIERS/AIR CLEANERS</b>	\$10.00			<b>Sub Total</b> (There is a 3% convenience fee for credit cards)			
<b>VIII. FEE CLARIFICATION:</b> <b>TO BE USED FOR THE CONSTRUCTION OF NEW SINGLE-FAMILY DWELLINGS ONLY.</b> Includes: 1 furnace with venting or heat pump, 1 A/C unit, 1 ductwork, 1 water heater, 1 humidifier, 4 gas pipe openings and 5 exhaust vents. <b>ITEMS EXCEEDING ABOVE MUST BE LISTED SEPERATELY</b>				<b>CHECK #</b>	<b>TOTAL FEE</b>		

OFFICIAL USE

<p><b>APPLICATION APPROVAL</b></p>  <p>_____</p> <p>Code Official</p>	<p>_____</p> <p>Date</p>	
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