

Mechanical Permit Application

CITY OF ST. CLAIR
 547 N. CARNEY
 ST. CLAIR, MI 48079
 810-329-7121
 INSPECTOR: GARRETT SMITH

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Authority:	1972 PA 230
Completion:	Mandatory to obtain permit
Penalty:	Permit can not be issued

I. Job Location

Name of Owner/Agent	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)	City/Village	Township	County

II. Contractor/Homeowner Information

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date
Address (Street No. and Name)		City	State
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

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

IV. Plan Review Required

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:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- 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 Submission No. _____ Plans Not Required

V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1923A, 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's signature indicates compliance with Section VI Homeowner Affidavit)	Date
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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 State 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.

Complete Application on Back Side

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

	Fee	# Items	Total
Administration Fee	\$ 5.00	1	\$ 5.00
Application Fee	\$50.00	1	\$50.00
Residential Heating System (includes duct & pipe)	\$50.00		
Residential Boiler	\$30.00		
Water Heater	\$ 5.00		
Flue/Vent Damper/Vent Air	\$ 5.00		
Solid Flue Equipment (includes chimney) Gas Burning Fireplace	\$30.00		
Chimney, Factory Built - Installed separately - chimney liner	\$25.00		
Solar; set of 3 panels (includes piping)	\$20.00		
Gas Piping; each opening - new installation	\$ 5.00		
Air Conditioning (includes split systems)	\$30.00		
Heat Pumps; Complete Residential	\$30.00		
Bath & Kitchen Exhaust, Dryer Vent	\$ 5.00		
Tanks - Aboveground	\$20.00		
Underground	\$25.00		
Humidifiers	\$10.00		
Piping Minimum \$25.00	\$.05/ft		
Plan Review - 30% of Permit Fee	\$		
Gas/Oil Equipment	\$30.00		

* See VII, Fee Clarification, Item #2 on front

** See VII, Fee Clarification, Item #4 on front

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

	Fee	# Items	Total
Duct minimum \$25.00	\$.10/ft		
Heat Pumps: Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels Under 10,000 CFM	\$20.00		
Over 10,000 CFM	\$60.00		
Commercial Hoods	\$15.00		
Heat Recovery Units	\$10.00		
V.A.V. Boxes	\$10.00		
Unit Ventilators	\$10.00		
Unit Heaters (Terminal Units)	\$15.00		
Fire Suppression/Protection Minimum \$20.00	\$.75 per head		
Evaporator Coils	\$30.00		
Refrigeration (Split System)	\$30.00		
Chiller	\$30.00		
Cooling Towers	\$30.00		
Compressor	\$30.00		
Special/Safety Insp. (Includes Certification Fee)	\$50.00		
Additional Inspection	\$50.00		
Final Inspection	\$50.00		
License Registration	\$20.00		
TOTAL FEES (Must include \$50.00 non-refundable application fee and \$5.00 administrative fee)			

MAKE CHECKS PAYABLE TO CITY OF ST. CLAIR

IX. 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 State 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 City Office providing as much advance notice as possible. The inspector will need 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 CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION: The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have a local program and for all state owned buildings. Permit applications for state issued permits should be sent to the address listed on the front of this application. If you are not sure whether a state permit or 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.

The Department of Consumer and Industry Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this agency.