

# MECHANICAL PERMIT APPLICATION INSTRUCTION

Instructions for completing application:

1. General- Mechanical work shall not be started until the application for permit has been filed with the City of St. Clair. All installations shall be in conformance with the Michigan Electrical 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.
2. Expiration of Permit – A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall be invalid if the authorized work is not commenced within six months after the 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 INSPECITON. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.
3. 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. 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 (810-329-7121).

City of St. Clair  
Building Department