MECHANICAL PERMIT APPLICATION

Ogemaw County Building and Zoning
205 South 8th Street - Room 115
West Branch, MI 48661
(989) 345-3370 or (989) 345-3375
Fax (989) 345-5919

I. Job Location

Property Owner	**Mailing Address**		
Job Site Address	**Property ID#**	**Township**	**Section #**
Driving Directions			
	Telephone # **( )**		

II. Contractor/Homeowner Information

Indicate who the applicant is: **( ) Contractor ( ) Homeowner (skip to III)**	**Phone #** **( )**	**Boiler License #**	**Mechanical License #**	**Expiration Date**

Company Name	**City**	**State**	**Zip Code**
Address	**Federal Employer ID #**		
Worker Compensation Insurance Carrier	**MESC Employer Number**		

III. Type of Job

( ) Single Family ( ) Commercial ( ) Special Inspection ( ) Modular ( ) Alteration ( ) New Tank Set ( ) School ( ) Other

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:

1. **One and two family dwellings when the total building heating/cooling system input rating is 375,000Btu'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 that 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 ( )"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.

V. Applicant Signature

Section 21a 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 Licensee or Homeowner (Homeowners signature indicates compliance with Section VI Homeowner Affidavit)	**Date**
X	

VI. Homeowner Affidavit

I hereby certify that 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 Mechanical Inspector. I will cooperate with the Mechanical inspector and assume the responsibility to arrange for necessary inspections.

X

COMPLETE APPLICATION ON BACK SIDE

VII. Fee Clarification

Item #2, Residential heating System: This item is used for the installation of a heating system in a new residential structure. Items #11; Gas Piping and #19; Duct, should not be charged. Replacement systems should be itemized.
Item #15, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

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

	Fee	# Items	Total			Fee	# Items	Total
1. Application Fee (includes 1 inspection)	**$75.00**	**1**	**$75.00**		**19. Duct, *$25.00 minimum***	**$ .10/ft**		
2. Residential Heating System *complete system* includes: ,ducts, piping, gas venting and gas piping.	**$75.00**				**20. Wall or Unit Heater**	**$25.00**		
3. Furnace, Boiler, unit heater, tube heater or any type of heating appliance etc… *change out* **Please specify below	**$30.00**				**21. Air Handlers/Heat Wheels Under 10,000 CFM Over 10,000 CFM**	** $20.00 $60.00**		
4. Geo-Thermal Heating system *new complete system*	**$75.00**				**22. Commercial Hoods**	**$50.00**		
5. Geo-Thermal Heating system *change out*	**$30.00**				**23. Heat Recovery Units**	**$10.00**		
6. Gas Burning Fireplace, vent less appliance, corn burner or pellet stove	**$20.00**				**24. Separate A/C system ie: unico, etc… *does not include duct work***	**$10.00**		
7. Solid Fuel Equipment, woodstove or outdoor equipment, includes chimney	**$20.00**				**25. Roof top units**	**$30.00**		
8. Chimney's includes all, Class A, B-Vent, Pellet etc…	**$15.00**				**26. Air Handling Unit**	**$20.00**		
9. Separate Heat Exchangers	**$5.00**				**27. Fire Suppression Protection *$20.00 minimum***	**$ .75 per head**		
10. Solar/set of 3 panels, includes piping	**$20.00**				**28. Evaporator Coils**	**$30.00**		
11. Gas Piping; each opening	**$ 5.00**				**29. Refrigeration, *split system***	**$30.00**		
12. Air Conditioning unit (includes split systems with furnace)	**$10.00**				**30. Chiller**	**$30.00**		
13. Heat Pumps New Installation	**$25.00**				**31. Floor Loop/Baseboard Hydroponic piping, *PER INSPECTION***	**$20.00**		
14. Exhaust Fans: bath, kitchen, dryer	**$ 5.00**				**32. Gas Piping to outside of Modular or Pre-built Homes**	**$10.00**		
15. Piping for L.P. or Oil Tank New installation ☐ Relocation ☐	** $10.00 $10.00**				**Inspections 33. Special/Safety Inspection**	** $50.00**		
16. Humidifiers, Air Cleaners etc…	**$ 5.00**				**34. Additional inspection**	**$50.00**		
17. Water Heater includes indirect, tank - less and tank type	**$10.00**				**35. Final Inspection**	**$50.00**		
18. Process piping, commercial *$25.00 minimum*	**$ .05/ft**				**36. Misc. See Inspector of not listed**			

"For any other equipment not listed but requiring a permit by the mechanical code, please see the inspector"

TOTAL FEE

Make Checks Payable to the "Ogemaw County Bldg. & Zoning Department"

VALIDATION AREA

IX. Instructions for Completing Application

GENERAL: Mechanical work shall not be started until the application for permit has been received the Ogemaw County Building and Zoning Department. All installations shall be in conformance with the State Mechanical Code. No Work shall be concealed until it has been inspected.
The office telephone number will be provided on the permit form. When ready for an inspection, call the office providing as much advance notice as possible. Please have the Township and Permit Number when calling.
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 cancelled when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.

The Building and Zoning Department 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.

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

EFFECTIVE 10.01.2011