

PERMIT APPLICATION Mechanical

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Jurisdiction: _____

Date: _____

I. Owner

Name of Owner/Agent:	Phone #:
Address: (Street Number and Name)	City/State: Zip Code:

II. Job Location

Parcel Number/Property Tax ID:
Address: (Street Number and Name) City/Village: Township: Zip Code:

III. Contractor

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name: (Name of License holder)	License Number:	Expiration Date:
Address: (Street Number and Name)		City:	State: Zip Code:
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)	

IV. Type of Job

<input type="checkbox"/> Single Family <input type="checkbox"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Remodel	<input type="checkbox"/> Special Inspection <input type="checkbox"/> Pre-manufactured Home setup (State Approved) <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> State Owned <input type="checkbox"/> School
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V. Plan Review Required

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one- and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTU's.

What is the building size in square footage? _____

What is the input rating of the heating system in this building? _____

Have plans been submitted? (See below for requirements before competing this section.) YES NO N/A

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, except:

- 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.
- Assembly, 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, answer Section V. "N/A."

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

VI. 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 subject to civil fines.

Signature of Licensee or Homeowner (Homeowner signature indicates compliance with the Homeowner Affidavit, see VIII)

X _____

Please Complete both Front and Back of Application!



125 N. Davis Street
Vicksburg, MI 49097

Serving Southwest Michigan Since 1988 !!
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PLEASE SUBMIT APPLICATION TO TO MTSSW. DO NOT FAX!! THIS IS NOT A PERMIT.

VII. Fee Chart

Enter the number of items being installed, Multiply by the unit price for total fee.

	Fee	#Items	Total
1. Application Fee (includes one insp., not refundable)	\$45.00		
2. Residential Heating System (includes furnace, duct and pipe) New Building only	\$50.00		
3. Gas/Oil Burning Equip. (furnace) New and/or Conversion Units	\$30.00		
4. Residential Boiler (licensed installer only)	\$30.00		
5. Water Heater	\$5.00		
6. Flue/Vent Damper	\$5.00		
7. Solid Fuel Equip. (includes chimney)	\$40.00		
8. Gas Burning Fireplace	\$30.00		
9. Chimney, factory built	\$25.00		
10. Gas Piping, each opening, new residential installation	\$5.00		
11. Air Conditioning (includes split systems)	\$30.00		
12. Heat Pumps, complete residential	\$30.00		
13. Bath, Kitchen Exhaust	\$5.00		
Tanks 14. Aboveground	\$20.00		
15. Underground	\$25.00		
16. Humidifiers	\$10.00		
17. Piping - min \$25.00	\$.05 / ft.		
18. Process Piping - min \$25.00	\$.05 / ft.		

	Fee	#Items	Total
19. Duct - min \$25.00	\$.10 / ft.		
20. Heat Pumps, Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels	\$20.00		
21. Under 10,000 CFM			
22. Over 10,000 CFM	\$60.00		
23. Commercial Hoods	\$15.00		
24. Heat Recovery Units	\$10.00		
25. V.A.V. Boxes	\$10.00		
26. Unit Ventilators	\$10.00		
27. Unit Heaters (terminal units)	\$15.00		
28. Fire Suppression/Protect. -min \$20.00	\$.75/head		
29. Evaporator Coils	\$30.00		
30. Refrigeration (split systems)	\$30.00		
31. Chiller	\$30.00		
32. Cooling Towers	\$30.00		
33. Compressor	\$30.00		
34. Additional Inspection (UG, HP, RI, PT, SP, ST, RE) see below	\$40.00		
35. Final Inspection	\$45.00		
36. 5% or 10% of Total Fee (see below)			
37. Investigation Fee (for work started w/out permit)	\$75.00		

Make Checks Payable to Michigan Township Services

OFFICE USE	Total Fee	Date
	\$.	
	CK#	Received By

VIII. Homeowner Affidavit

Homeowner Affidavit:

I hereby certify the Mechanical work described on this permit application shall **be installed by myself in my own home**, which I am living, or about to occupy. All work shall be installed in accordance with the 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. Instructions for Completing Application

GENERAL: Mechanical work shall not be started until the permit issued. 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 office will be provided on the permit form. When ready for an inspection, call the office providing as much advance notice as possible (minimum of 24 hrs.). The office will need the **job address, jurisdiction, and permit number.** All inspections required over and above the number paid for on the permit will be billed to the applicant.

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 cancelled when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded.**

WHERE TO SUBMIT APPLICATION: Michigan Township Services, SW is responsible for code inspections in units of government throughout Southwest Michigan that have their own local program. Permit applications for municipalities serviced by Michigan Township Services, SW 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 municipal office (township, village, city, etc.). Questions regarding State issued permits may be directed to the Office of Management Services, Permit Section at (517) 241-9313. Questions regarding this permit may be directed to our office (numbers listed on front). Code questions may be directed to the Mechanical Inspector.

**** Inspection Abbreviations:** UG= Underground, HP=Hydro. Pipe, RI= Rough-in, PT= Puff Test, SP= Special, ST= Status, RE= Re-inspection

IF WORK IS STARTED BEFORE PERMIT IS APPLIED FOR, AN ADDITIONAL FEE WILL BE CHARGED!!

FEE NOTICE:

Some of our Jurisdictions require a percentage of the Total Fee to be added to the permit cost. The additions are as follows:
Richland Village – 5% of Total fee to be added
Prairie Ronde Township – 10% of Total Fee to be added
Centreville Village – 10% of Total fee to be added

Permit holder is responsible for arranging access for the inspection. If an inspection is requested but cannot be completed due to locked or otherwise inaccessible jobsite, a re-inspection fee will be charged.

COMMERCIAL PROJECTS:

All contractors applying for permit must meet with the inspector to determine a schedule of inspections for the project. No inspections will be completed until this is determined.

Please Complete both Front and Back of Application!