

Permit # \_\_\_\_\_  
 Permit Cost \$ \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Check # \_\_\_\_\_  
 BS&A # \_\_\_\_\_

**Mechanical Permit Application**  
**Building Department**  
**301 Washington Avenue, Suite 211**  
**Bay City, MI 48708 – (989) 894-8162**



I. Job Location:	
Street Address:	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Property Owner:	

II. Contractor/Homeowner Information:			
Indicate who the applicant is: <input type="checkbox"/> Contractor <input type="checkbox"/> Master <input type="checkbox"/> Homeowner <input type="checkbox"/> Water Treatment Installer		Name	
Address, City, State and Zip Code		State License Number	Expiration Date
Telephone #	Cell #	Email Address	
Federal Employer ID #	Workers Compensation Insurance	MESC Employer #	

III. Type of Job:					
<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Commercial	<input type="checkbox"/> New	<input type="checkbox"/> School	<input type="checkbox"/> Special Inspection
	<input type="checkbox"/> Alteration		<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	
	<input type="checkbox"/> Other		<input type="checkbox"/> Other	<input type="checkbox"/> Water Service Only	

IV. Plan Review Requirements:
Plans must be submitted with an application for plan examination and the appropriate deposit before a permit can be issued except as listed below: <u>Plans are not required for the following:</u> <ol style="list-style-type: none"> <li>1. One and two family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less.</li> <li>2. Alterations and repair work determined by the mechanical official to be of a minor nature</li> <li>3. Business, mercantile and storage buildings having HVAC equipment only, with one fire and not more than 3,500 square feet.</li> <li>4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00</li> </ol> <p>If the work being performed is described above, check the box below marked "Plans Not Required."</p> <p>What is the building size in square footage? _____ What is the input rating of the heating system in this building? _____</p> <p>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.</p> <p>Plan Review Submission No. _____      <input type="checkbox"/> Plans Not Required</p>

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 in accordance with the current mechanical code and shall not be concealed, 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.
Section 23a of the State Construction Act of 1972, Act No. 230 of the public acts of 1972, being Section 125 of the Michigan Compiled laws, 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.
I agree to abide by all requirements of the mechanical code including calling for inspection and being present during the inspection before any mechanical work is covered or used and upon completion.

V. Applicant Signature:	
Section 23 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 Licensed Mechanical Contractor or Homeowner:	Date:

VII. Fee Schedule:			
	Fee	# Items	Total
<b>Permit Base Fee</b>	<b>\$60.00</b>	<b>1</b>	<b>\$60.00</b>
Furnace – Up To 100,000 BTU	\$32.00		
Furnace – Over 100,000 BTU	\$40.00		
Solid Fuel Equipment	\$30.00		
Gas Burning Fireplace	\$30.00		
Floor Furnace Including Vent	\$32.00		
Suspended/Recessed/Floor Heater	\$32.00		
Vent/Chimney Liner/Mini-Split	\$14.00		
Cooling Units	\$32.00		
Boiler/Compressor to 3 HP	\$32.00		
Boiler/Compressor 3 HP to 15 HP	\$60.00		
Boiler/Compressor 15 HP to 30 HP	\$80.00		
Boiler/Compressor 30 HP to 50 HP	\$110.00		
Boiler/Compressor Over 50 HP	\$190.00		
Absorption System To 100,000 BTU	\$32.00		
100,000 to 500,000 BTU	\$60.00		
500,000 to 1,000,000 BTU	\$80.00		
1,000,000 to 1,750,000 BTU	\$110.00		
Over 1,750,000 BTU	\$190.00		
Air Handler – Up to 10,000 CFM	\$25.00		
Over 10,000 CFM	\$40.00		
Evaporative Cooler	\$25.00		

	Fee	# Items	Total
Ventilation Fan	\$18.00		
Ventilation System	\$25.00		
Exhaust Hood	\$25.00		
Piping – Minimum (Plus Per Foot)	\$20.00		
a. Piping Per Foot	\$.05/Foot		
b. Process Piping or Radiant Heat	\$.05/Foot		
Commercial Incinerator	\$160.00		
Fire Suppression – Per 10 Heads	\$18.00		
Other Items Not Listed	\$25.00		
Work Without Permit**			
Additional Inspection/Expired Permit*	\$60.00		
Water Heater*	\$60.00		
Each Additional Water Heater*	\$20.00		
Plan Review (Per Hour)*	\$60.00		
Fire Suppression Plan Review: (Do Not Prorate)		<b># Heads</b>	
1-20 Heads:	\$60.00		
21-100 Heads:	\$250.00		
101-200 Heads:	\$300.00		
201-300 Heads:	<b>\$325.00</b>		
301-400 Heads:	\$350.00		
401-500 Heads:	\$400.00		
Over 500 Heads: (Plus \$0.30 each)	\$500.00		
<b>Total Permit Application Fee:</b>			

\*Do not add base fee if only item.

\*\*An administrative fee (up to \$250.00) will be added to the regular permit fee when work requiring a permit is started before the permit is issued and department action has been taken to require a permit to be obtained.

**FOR OFFICE USE ONLY**

**APPROVED TO ISSUE BY:**

**DATE:**

Rev. 6/10/2019