

MECHANICAL PERMIT APPLICATION

Revised 04-01-21



Pittsfield Charter Township Department of Building Services

6201 W. Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3125 Fax: (734) 944-1103
Website: www.pittsfield-mi.gov

I. JOB LOCATION

Street Address & Street Name _____ Suite # _____ City _____ Zip Code _____ Lot # _____
Business Name (Current/Future Occupant) _____ Property ID # _____ Subdivision/Complex _____
Has a Building Permit been obtained for this project: Yes No

II. PROPERTY OWNER INFORMATION (OR LESSEE)

Property Owner Name _____ Address (Street # & Name, City, State & Zip) _____
Phone Number _____ Fax Number _____ Email Address _____

III. APPLICANT INFORMATION

HOMEOWNER CONTRACTOR
Applicant Name (Company Name) _____ Contact Person _____ Email Address _____
Address (Street # & Name, City, State & Zip) _____
Phone Number _____ Fax Number _____ State License Number _____ Expiration Date _____
Federal Employer ID # (or reason for exemption) _____ MESCE Employer # (or reason for exemption) _____
Worker's Compensation Insurance Carrier (or reason for exemption) _____

IV. TYPE OF JOB

Commercial Manufactured Home Setup (HUD Mobile Home) New Alteration
 Multiple Family PreManufactured Home Setup (State Approved) State Owned School
 Single-Family Other: _____

V. PLAN REVIEW REQUIREMENTS

Plans must be submitted with application for plan review with fee payment before permit is issued, except as listed below.
Plans are not required for the following:
1) 1 & 2 family dwellings when the total heating/cooling system input is 375,000 BTU's or less. **What is the input rating of the heating system:** _____
2) Alterations/repairs determined by the Mechanical Official to be minor in nature.
3) Business, mercantile and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4) Work completed by a governmental or state agency costing less than \$15,000.
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 the architect's or engineer's seal and signature.

VI. SIGNATURE/HOMEOWNER AFFIDAVIT

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 subjected to civil fines.

Homeowner Affidavit (pertains to homeowner permits):
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 a Certified Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections. (**Homeowner signature indicates compliance with Homeowner Affidavit**)

Signature of Contractor or Homeowner _____ Printed Name _____ Date _____

MECHANICAL PERMIT APPLICATION - PAGE 2

VII. FEE CLARIFICATIONS

Items #2, #18 & #33: Replacement A/C, Furnace and/or Water Heater: Requires no line item if it is a replacement of same type system.

Item #5 Boiler (Residential): A Residential Boiler must be installed by a licensed boiler installer.

Items #27 & #28: New Residential Heating Systems: This item is used for the installation of a heating system in a new residential structure. **Item #12 Duct and Item #19 Gas Piping should not be charged.** A pressure test must be included as an additional inspection. Replacement systems should be itemized.

Item #29 Tanks: A homeowner must own tank to install. If the homeowner does not own tank, a licensed mechanical contractor must install tank.

Inspection Fees: 1 Inspection Fee required per item/address (i.e. 2 water heater replacements = 2 Final Inspection Fees, 2 Furnaces = 2 Final Inspection Fees)

VIII. DESCRIPTION OF WORK TO BE PERFORMED (Required)

IX. FEE CHART

#	Fee Description	Amount	# of Items	Total
1	Application Fee (Non-Refundable)	\$30.00	1	\$30.00
2	Air Conditioning (includes split system)	\$30.00		
3	Air Handlers (Under 10,000 CFM)	\$20.00		
4	Air Handlers (Over 10,000 CFM)	\$60.00		
5	Boiler (Residential)	\$30.00		
6	Chiller	\$30.00		
7	Chimney - Factory Built (installed separately)	\$25.00		
8	Commercial Hoods	\$20.00		
9	Commercial Plan Review (Minimum)	\$100.00		
10	Compressor	\$30.00		
11	Cooling Towers	\$30.00		
12	Duct (Minimum \$25.00)	\$.10/ft		
13	Evaporator Coils	\$30.00		
14	Fans (Bath & Kitchen Exhaust)	\$5.00		
15	Fireplace - Gas Burning (includes vent)	\$30.00		
16	Fireplace - Solid Fuel (includes chimney)	\$30.00		
17	Fire Suppression (Minimum \$45.00)	\$.75/head		
18	Furnace - Gas/Oil (New and/or conversion)	\$30.00		
19	Gas Piping - each opening (Residential)	\$6.00		

#	Fee Description	Amount	# of Items	Total
20	Heat Pumps (Complete residential)	\$50.00		
21	Heat Pumps - Commercial (pipe not included)	\$50.00		
22	Heat Recovery Unit	\$15.00		
23	License Registration Fee (Contractor License)	\$15.00		
24	Mobile Home Park (Each Site)	\$15.00		
25	Piping / Process Piping (Minimum \$25.00)	\$.05/ft		
26	Refrigeration (Split System)	\$30.00		
27	Residential Heating System w/air conditioning (includes duct & pipe)	\$80.00		
28	Residential Heating System w/out air conditioning (includes duct & pipe)	\$50.00		
29	Tanks [above/underground] (LP requires pressure test)	\$25.00		
30	Unit Heaters (Terminal Units)	\$15.00		
31	Unit Ventilators	\$11.00		
32	V.A.V. Boxes	\$15.00		
33	Water Heater	\$6.00		
INSPECTIONS (Minimum of a Final Inspection Fee Required)				
34	Additional Inspection	\$45.00		
35	Rough Inspection	\$45.00		
36	Special Safety Inspection	\$45.00		
37	Final Inspection	\$45.00		

Enter the number of items being installed and multiply by the line item price for total fee.

Total Fee:

Make checks payable to: Pittsfield Charter Township

General: Mechanical work shall not be started until the application for permit has been filed with the Pittsfield Township Building Services Department. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected and approved.** The inspection telephone number will be provided on the permit form. When ready for inspection, call the Building Services Department providing, a minimum, 24 hours notice. The inspection department will need the **job address, permit number, and contact information.**

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 (6) months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing work. A refund may be obtained on a permit if a request is submitted in writing prior to the expiration of the permit. **The refund will be less the application fee, 25% of the permit fee and any inspections that have been completed.**