

New Buffalo Township



BUILDING & ZONING DEPARTMENT

17425 Red Arrow Hwy New Buffalo, MI 49117

• 269/469-3112 • FAX 269/469-9972

MECHANICAL PERMIT APPLICATION

Permit# _____ Receipt# _____ Ck#/Cash _____ Date ____/____/____

1. Job Location

Job Address:	Property Code:
Property Owner's Name:	Property Owner Telephone No:
Address:	Zoning District:

2. Contractor Information

Applicant/Contractor:	State License No:
Address:	Federal Employer ID No:
Telephone No:	MESC Employer ID No:
Fax No:	Workers Compensation Insurance Carrier:

3. JOB TYPE:	Single Family _____	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Other
	Other _____				

4. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before permit can be issued, except as listed below:

Plans are not required for the following:

1. One and two-family dwelling when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by the mechanical inspector to be of a minor 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 subdivision or state agency costing less than \$15,000

If work being performed is described above, check box below "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 the architect's or engineer's seal and signature.

Plan Review Submission

Plans Not Required

5. 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

Date

6. 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 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.

Signature of Licensee or Homeowner _____

Date _____

7. Fee Chart: Enter the number of items being installed and multiply by the unit price for total fee

Description	Unit Price	No.	Total	Description	Unit Price	No.	Total
Application Fee (non-refundable)	\$75.00	1	\$75.00	Piping (ALL min. fee \$25.00)			
Residential Heating System New Buildings Only	\$50.00			Fuel Gas, Process, Hydronic, Refrigeration, Commercial A/C	\$.05/ft \$.05/ft		
Gas/Oil Burning Equipment New and/or Conversion Unit	\$30.00			Exhausters – Commercial	\$15.00		
Boiler	\$30.00			Heat Pumps; Commercial (pipe not included)	\$20.00		
Water Heater	\$5.00			Air Handlers/Heat Wheels Under 10,000 CFM	\$20.00		
Damper (control, backdraft, fire/smoke)	\$5.00			Over 10,000 CFM	\$60.00		
Solid Fuel Equipment (w/chimney)	\$30.00			Commercial Hoods	\$15.00		
Gas Burning Fireplace	\$30.00			Heat Recovery Units	\$10.00		
Chimney, Factory Built (installed separately)	\$25.00			V.A.V. Boxes	\$10.00		
Solar; set of 3 panels (includes piping)	\$20.00			Unit Ventilators	\$10.00		
Gas Piping; each opening – new installation (residential)	\$5.00			Unit Heaters (terminal units)	\$15.00		
Air Conditioning (include split systems)	\$30.00			Fire Suppression/Protection Minimum \$20	\$.75 per head		
Heat Pumps (complete residential)	\$30.00			Coils (heat/cool)	\$30.00		
Dryer, Bath, Kitchen Exhaust	\$5.00			Refrigeration (split system)	\$30.00		
Bath & Kitchen Exhaust	\$5.00			Chiller	\$30.00		
Humidifiers/Air Cleaners	\$10.00			Cooling Towers	\$30.00		
Tanks - Above Ground	\$20.00			Compressor/Condenser	\$30.00		
Tanks - Aboveground Connection	\$20.00			Inspections – Special/Safety	\$75.00		
Tanks - Underground	\$25.00			Additional Inspection	\$75.00		
Tanks - Underground Connection	\$25.00			Final Inspection	\$75.00	1	\$75.00
Duct – min. fee \$25	\$.10/ft			Certification Fee	\$30.00		
				Total Fees			

***** Make Checks Payable to New Buffalo Township*****

General

Mechanical work shall not be started until the application for the permit has been filed with the Township Building Department. 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 Township Building Department will be provided on the permit form. When ready for inspection, call the Township Building Department providing as much advance notice as possible. The Township Building Department will need the job location and permit number

Expiration of Permit

A permit remains valid as long a 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 closed when no inspections are requested or conducted within 180 days of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. The charge to re-open a closed permit is \$75.00

Building Official and/or
Mechanical Inspector Signature: _____

Date: ____ / ____ / ____

Revised 1/1/14