

# Mechanical Permit Application

City of Grosse Pointe Park  
15115 East Jefferson Avenue  
Grosse Pointe Park, MI 48230  
313-822-5020

www.grossepointepark.org

**M 2018 M**

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

## I. Job Location

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		COUNTY
	City <input type="checkbox"/> Village <input type="checkbox"/> Township <b>OF:</b>		

## II. Contractor / Homeowner Information

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME / CONTRACTOR OF RECORD	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include Area Code)	FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)	UIA NUMBER (or reason for exemption)			

## III. Type of Job

<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> <b>State Owned</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> <b>School</b>

## 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:

- 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.
- 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, 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 that architect's or engineer's seal and signature.

BCC Plan Review Project No. \_\_\_\_\_       **Plans Not Required**

## V. 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 subjected to civil fines**

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit)	DATE

## 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 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 State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**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 #10 Gas Piping and #18 Duct **SHOULD NOT BE** charged. Replacement systems should be itemized.

**Items #14 and #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 total fee.**

	Fee	# Items	Total		Fee	# Items	Total 20
1. Application Fee (non-refundable)				Air Handlers/Heat Wheels			
2. Residential Heating System (includes duct & pipe) <i>New Building Only*</i>				22. Under 10,000 CFM			
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units				23. Over 10,000 CFM			
4. Residential/Commercial Boiler**				24. Commercial Hoods			
5. Water Heater				25. Heat Recovery Units			
6. Flue/Vent Damper				26. V.A.V. Boxes			
7. Solid Fuel Equip. (includes chimney)				27. Unit Ventilators			
8. Gas Burning Fireplace				28. Unit Heaters (terminal units)			
9. Chimney, factory built (installed separately)				29. Fire Suppression/Protection – minimum fee \$20.00			
10. Solar; set of 3 panels (includes piping)				30. Evaporator Coils			
11. Gas Piping; each opening - new installation (residential)				31. Refrigeration (split system)			
12. Air Conditioning (includes split systems)				32. Chiller			
13. Heat Pumps (complete residential)				33. Cooling Towers			
14. Bath & Kitchen Exhaust				34. Compressor			
15. Baseboard Heating				Inspections			
16. Generator				35. Special/Safety Insp. (includes cert. fee)			
17. Aboveground Connection				36. Additional Inspection			
18. Humidifier and Air Cleaners				37. Final Inspection			
Piping - minimum fee \$25.00				38. License Registration Fee			
19. Piping				39. Roof Top Unit			
20. Duct - minimum fee \$25.00				40. Other			
21. Heat Pumps; Commercial (pipe not included)				<b>TOTAL FEE</b> (Must include the \$75.00 non-refundable application fee)			

\*See VII. Fee Clarification on Item #2 on front

\*\*See VII. Fee Clarification on Item #4 on front

**Make checks payable to City of Grosse Pointe Park**

**IX. Instructions for Completing Application**

**General:** Mechanical work shall not be started until the application for permit has been filed with the City. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the City providing as much advance notice as possible. The inspector will need the job location and permit number.

**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 CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**VALIDATION AREA**