

# MECHANICAL PERMIT APPLICATION

CITY OF BATTLE CREEK  
10 N. DIVISION ST. SUITE 117

PH: 269-966-3382

BATTLE CREEK, MI 49017

FAX: 269-966-3654

## Administration Section:

☐ Cash  
☐ Check# \_\_\_\_\_ Receipt# \_\_\_\_\_ Inspector Approval \_\_\_\_\_ Issued Permit# \_\_\_\_\_

## I. JOB LOCATION

NAME OF OWNER / AGENT \_\_\_\_\_ HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT  
☐ YES ☐ NO ☐ N/A

PROPERTY ADDRESS (STREET NO. & NAME) \_\_\_\_\_

JOB SITE CONTACT \_\_\_\_\_ NAME \_\_\_\_\_ PHONE \_\_\_\_\_

## II. CONTRACTOR / HOMEOWNER INFORMATION

☐ CONTRACTOR ☐ HOMEOWNER

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CONTRACTOR LICENSE NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ DOB \_\_\_\_\_ DRIVER'S LICENSE # OR STATE ID \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION \_\_\_\_\_

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION \_\_\_\_\_

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION \_\_\_\_\_

## III. PLAN REVIEW REQUIRED

PLANS ARE REQUIRED FOR ALL BUILDING TYPES AND SHALL BE APPROVED 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 MINOR IN NATURE
- BUSINESS, MERCANTILE, AND STORAGE BUILDINGS HAVING HVAC EQUIPMENT ONLY, WITH ONE FIRE AREA AND NOT MORE THAN 3,500 SQUARE FOOT
- WORK COMPLETED BY A GOVERNMENTAL SUBDIVISION OR STATE AGENCY COSTING LESS THAN \$15,000.00

WHAT IS THE BUILDING SIZE IN SQUARE FOOTAGE? \_\_\_\_\_

WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING (BTUS) \_\_\_\_\_

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

HAVE PLANS BEEN SUBMITTED? ☐ YES ☐ NO ☐ 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 \_\_\_\_\_ DATE \_\_\_\_\_

## VI. HOMEOWNER AFFIDAVIT

I HEREBY CERTIFY THE MECHANICAL WORK DESCRIBED ON THIS PERMIT APPLICATION SHALL BE INSTALLED BY MYSELF IN A HOME THAT I OCCUPY OR PLAN 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.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMPLETE APPLICATION ON BACK SIDE



## Flat Fee Pricing Section Residential Only

For common replacement packages. All other work shall be itemized in the Inspection and Fees section below.

<input type="checkbox"/> Furnace Replacement	\$100.00	<input type="checkbox"/> AC Replacement	\$100.00
<input type="checkbox"/> Water Heater Replacement	\$55.00	<input type="checkbox"/> Furnace and AC Replacement	\$110.00
<b>***This section includes application fee and 1 inspection***</b>			
<b>FLAT FEE TOTAL</b>			\$

## Item Fee Section Commercial and Residential

**VII. FEE CHART** - Enter the number of items being installed; Multiply by the unit price for the total fee. (First Inspection is included)

INSPECTION FEES				ITEM FEES			
	FEE	#/ft	TOTAL		FEE	#/ft	TOTAL
1. Application Fee: Residential	\$50.00		\$	13. Air Conditioner or Heat Pump Split System	\$35.00		\$
1. Application Fee: Commercial	\$75.00		\$	14. Multi Head AC or HP Additional Heads	\$15.00		\$
2. Additional Inspection, Underground, Safety etc.	\$50.00		\$	15. Duct System (per ft) (minimum \$30)	\$0.10		\$
			\$	16. Piping (per ft) (minimum \$30)	\$0.05		\$
			\$	17. Gas Piping: New Installation (each opening)	\$15.00		\$
3. Total Inspection Fees (sum of lines 1 - 2)			\$	18. V.A.V. Box	\$15.00		\$
ITEM FEES				19. Refrigeration (Split System)	\$35.00		\$
4. Gas/Oil Burning Equipment (New or Replacement) Air Handler	\$35.00		\$	20. Rooftop or Ground Mount HVAC	\$55.00		\$
5. Residential Boiler	\$35.00		\$	21. Heat Recovery / ERV	\$15.00		\$
6. Chimney, Factory Built Class A,B; Chimney Liners etc.	\$30.00		\$	22. Unit Heaters	\$20.00		\$
7. Gas Burning Fireplace	\$35.00		\$	23. Fire Suppression/Protection (per head; Minimum \$25) Piping Additional under line item #16	\$0.75		\$
8. Humidifiers	\$20.00		\$	24. Commercial Hood (incl duct and make-up air unit)	\$60.00		\$
9. Water Heater	\$5.00		\$	25. Chiller / Cooling Tower	\$35.00		\$
10. Solar; Hot Water set of 3 panels (includes piping)	\$25.00		\$	26. Geothermal with Hydronic Loop (per ft)(minimum \$30)	\$0.02		\$
11. Bath/Kitchen/Laundry Exhaust (\$5 ea./min.\$15)	\$5.00		\$	SUBTOTALS			
12. Aboveground / Underground LP Tanks	\$25.00		\$	27. Subtotal Inspection Fees (Line 3; Minimum \$50)			\$
				28. Subtotal Other Item Fees (Lines 4 - 26; Minimum \$50)			\$

### FEES WORKSHEET

29. Plan Review Fee (when required in section III); 25% of calculated Building Plan Review Fee	\$
30. Work Before Application Fee (Due if work has started before permit is issued): \$150	\$
<b>TOTAL (Lines 27-30; Includes one inspection) Minimum fee is \$100.</b>	<b>\$</b>

**RE-INSPECTIONS ARE NOT INCLUDED IN THE APPLICATION FEE. REQUIRED RE-INSPECTIONS WILL BE AN ADDITIONAL \$50 EACH**  
**ADDITIONAL INSPECTIONS REQUESTED BY THE APPLICANT AFTER PERMIT IS ISSUED WILL BE AN ADDITIONAL \$50 EACH**

GENERAL: Mechanical work shall not be started until the permit has been issued or other approval has been obtained. All installations shall be in conformance with the State Mechanical Code. **No work shall be covered until it has been inspected and approved.**

CALL FOR INSPECTIONS: When ready for an inspection, call the inspections office with as much advance notice as possible and provide 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 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 OR CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE FEE TO REOPEN A CLOSED PERMIT IS \$75.**

### SCOPE OF WORK PROJECT DESCRIPTION - REQUIRED FOR PERMIT ISSUANCE
