

MECHANICAL PERMIT AND PLAN EXAMINATION APPLICATION

MAIL PERMIT TO: MISSAUKEE COUNTY CONSTRUCTION CODE, P.O. BOX 800, LAKE CITY, MI 49651

**AUTHORITY: P.A. 230 OF 1972, AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT**

**PENALTY: APPLICATION MUST BE COMPLETED, SIGNED & PROPER FEE ENCLOSED
OR PERMIT WILL NOT BE ISSUED.**

SECTION 1. JOB LOCATION		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT OR IS ONE REQUIRED?	
ADDRESS (HOUSE # AND NAME OF RD. OR ST.)		<input type="checkbox"/> YES Bldg Permit # _____ <input type="checkbox"/> NO <input type="checkbox"/> N/A	
CITY/VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN _____ AND _____	PROPERTY TAX # _____	SECTION # _____	

SECTION 2. CONTRACTOR / HOMEOWNER INFORMATION	
INDICATE WHO THE APPLICANT IS: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER	

A. PROPERTY OWNER OR LESSEE			
NAME	HOME PHONE	E-MAIL ADDRESS	
MAILING ADDRESS	CITY	STATE	ZIP CODE
			CELL PHONE

B. CONTRACTOR			
NAME OF CONTRACTOR	WK PHONE # (Include area code)	CELL PHONE #	
ADDRESS	CITY	STATE	ZIP CODE
CONTRACTOR'S LICENSE NUMBER	EXPIRATION DATE	E-MAIL ADDRESS	
FEDERAL EMPLOYER ID OR REASON FOR EXEMPTION	MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	WORKERS COMP INS CARRIER OR REASON FOR EXEMPTION	
BUSINESS BRANCH ADDRESS (if applicable)	CITY	STATE	ZIP CODE

SECTION 3. TYPE OF IMPROVEMENT			
A. TYPE OF JOB			
<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)
			<input type="checkbox"/> State Owned
			<input type="checkbox"/> School

SECTION 4. 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:	
1. One- and two-family dwellings 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 official 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 \$15,000.00.	
If work being performed is described as above, check box next to 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.	
Plan review submission No. _____	Plans Not Required <input type="checkbox"/>

CONTINUE APPLICATION ON PAGES 2, 3, & 4

SECTION 5. FEE CLARIFICATION
Item #2, Residential Heating System: This item is used for the installation of a heating system in new residential structure . Items #10 - Gas Piping, and Items #18 - Duct, SHOULD NOT BE charged. Replacement systems should be itemizer Item #4, Residential Boiler: A residential boiler must be installed by a licensed boiler installer. Item #14 & #15, Tanks:

SECTION 6. FEE CHART - Enter the number of items being installed, multiply by the unit price for the total fee.

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. APPLICATION FEE (non-refundable)	\$ 50.00	1	\$ 50.00	22. Duct - minimum \$25.00	\$.10/ft.		
2. Residential Heating System (includes duct & pipe) New Bldg Only*	\$ 50.00			23. Heat Pumps; Commercial (pipe not include)	\$ 20.00		
3. Gas/Oil Burning Equipment (furnace)	\$ 30.00			Air Handlers/Heat wheels			
4. Residential Boiler**	\$ 30.00			24. Under 10,000 CFM	\$ 20.00		
5. Water Heater	\$ 5.00			25. Over 10,000 CFM	\$ 60.00		
6. Flue/Vent Damper	\$ 5.00			26. Commercial Hoods	\$ 15.00		
7. Solid Fuel Equip. (includes chimney)	\$ 30.00			27. Heat Recovery Units	\$ 10.00		
8. Gas Burning Fireplace	\$ 30.00			28. V.A.V. Boxes	\$ 10.00		
9. Chimney, factory built (installed separately)	\$ 25.00			29. Unit Ventilators	\$ 10.00		
10. Solar; set of 3 panels (includes piping)	\$ 20.00			30. Unit Heaters (terminal units)	\$ 15.00		
11. Gas Piping; each opening new installation (residential)	\$ 5.00			31. Fire Suppression/Protection - minimum \$2	\$.75 per head		
12. Air Conditioning (includes split systems)	\$ 30.00			32. Evaporator Coils	\$ 30.00		
13. Heat Pumps (complete residential)	\$ 30.00			33. Refrigeration (split system)	\$ 30.00		
14. Bath & Kitchen exhaust	\$ 5.00			34. Chiller	\$ 30.00		
Tanks				35. Cooling towers	\$ 30.00		
15. Aboveground***	\$ 20.00			36. Compressor	\$ 30.00		
16. Aboveground Connection	\$ 20.00			Inspections			
17. Underground***	\$ 25.00			37. Special/Safety Insp. (includes cert. fee)	\$ 50.00		
18. Underground Connection	\$ 25.00			38. Additional Inspection	\$ 50.00		
19 Humidifiers	\$ 10.00			39. Final Inspection	\$ 50.00		
Piping Systems - minimum \$25.00				40. Certification Fee	\$ 20.00		
20. Piping	\$.05/ft.			Total Fee (Must include the \$50.00 non-refundable application fee.)			
21. Process piping	\$.05/ft.			Make check payable to: "MCBD or Missaukee County Building Dept."			

* See 5. Fee Clarification, Item #2 on front.

** See 5. Fee Clarification, Item #4 on front.

*** See 5. Fee Clarification, Items #14 & #15 on front.

SECTION 7. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been filed with the Missaukee County Building Department. All installations shall be in conformance with the Mich. Mechanical Code. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.** To schedule an inspection call - **231-839-7264** - providing as much **advance notice as necessary.** Please provide the **JOB LOCATION, PERMIT NUMBER and TYPE OF REQUESTED INSPECTION.**

EXPIRATION OF PERMIT: A permit is 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. PAYMENT OF AN ADMINISTRATIVE FEE OF ONE-HALF OF THE ORIGINAL PERMIT FEE IS REQUIRED TO RENEW AN INVALID OR CLOSED PERMIT. NO INSPECTIONS WILL BE PERFORMED UNTIL THE ADMINISTRATIVE FEE IS PAID IN FULL.

The Building Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

