

GREENWOOD  
TOWNSHIP  
9025 YALE RD  
GREENWOOD, MI 48006  
810-387-4044  
810-387-4999-FAX

MECHANICAL  
PERMIT  
APPLICATION

PERMIT # \_\_\_\_\_  
CASH \_\_\_ CHECK # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_  
When properly validated above, this is your permit.

Date of Application: \_\_\_\_\_

AUTHORITY: ACT 230, PA 1973, as Amended  
COMPLETION: Installation Shall Not Be Started  
Until Application is Filed  
PENALTY: Written Order To Stop Construction

I. JOB LOCATION

Name of Owner	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Street Address & Location (Street No. and Name)	City/Village	Telephone Number & email address

II. CONTRACTOR/HOMEOWNER INFORMATION

Contractor Name		License Number	Expiration Date
Address (Street No. and Name)		City	State
			Zip Code
Telephone Number & email address	Social Security Number	Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

III. TYPE OF JOB

Single Family <input type="checkbox"/> 1. New <input type="checkbox"/> 2. Remodel	<input type="checkbox"/> 5. Special Inspection
Other <input type="checkbox"/> 3. New <input type="checkbox"/> 4. Remodel	<input type="checkbox"/> 6. Pre-manufactured Home
	<input type="checkbox"/> 7. Modular Home Setup

IV. PLAN REVIEW REQUIRED

See Section VII. for plan review requirements before completing this section.  
A. ☐ Plans not required. C. ☐ Plans required but not yet submitted.  
B. ☐ Plans required and submitted.

V. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.152a of the Michigan Compiled Laws, 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 (Homeowner must also sign affidavit below)

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 State Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City Mechanical Inspector. I will cooperate with the City Mechanical Inspector and assume responsibility to arrange for necessary inspections.

Signature of Homeowner

VII. PLAN REVIEW REQUIREMENT

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 or the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.  
A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.

Exception 1: Alterations and repair work determined by the mechanical official to be of a minor nature.

Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

Exception 3: A building of use group R-2, R-3, or R-4 containing not more than 3,500 square feet of building area.

Exception 4: A building of use group B, M or S-2 having HVAC equipment only, with one fire area and not more than 3,500 square feet.

COMPLETE APPLICATION ON BACK SIDE

## VIII. FEE CLARIFICATIONS

### 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.

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

	FEE	#ITEMS	TOTAL
1. Permit Fee (non-refundable)	\$75.00	1	\$75.00
2. Residential Heating System (Includes duct & pipe)	\$50.00		
3. Gas/Oil Burning Equipment- New and/or Conversion Units	\$30.00		
4. Residential Boiler	\$30.00		
5. Water Heater	\$5.00		
6. Flue/Vent Damper	\$5.00		
7. Solid Fuel Equip. (Includes chimney)	\$30.00		
8. Chimney, Factory built - installed separately	\$25.00		
9. Solar; set of 3 panels (Includes split systems)	\$20.00		
10. Gas Piping; each opening - new installation	\$5.00		
11. Air Conditioning (Includes split systems)	\$30.00		
12. Heat Pumps; Complete Residential	\$30.00		
13. Bath & Kitchen Exhaust	\$5.00		
Tanks 14. Aboveground	\$20.00		
15. Underground	\$25.00		
16. Humidifiers	\$10.00		
17. Piping - minimum \$25.00	\$0.05/ft		
18. Duct - minimum \$25.00	\$0.10/ft		
37. Gas Burning Fireplace	\$30.00		

	FEE	#ITEMS	TOTAL
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels 20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V. A. V. Boxes	\$10.00		
25. Unit Ventilators	\$10.00		
26. Unit Heaters (Terminal Units)	\$15.00		
27. Fire Suppression/Protection - minimum \$20.00	\$0.75 Per head		
28. Evaporator Coils	\$30.00		
29. Refrigeration (Split System)	\$30.00		
30. Chiller	\$30.00		
31. Cooling Towers	\$30.00		
32. Compressor	\$30.00		
33. Special/Safety Insp. (Includes Cert. Fee)	\$50.00		
34. Rough/ Additional Inspection	\$50.00		
35. Plan Review	\$50.00		
36. Final Inspection	\$50.00	1	\$50.00

## X. INSTRUCTIONS FOR COMPLETING APPLICATION

TOTAL FEES \$ \_\_\_\_\_

**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 State Mechanical Code. **No work shall be concealed** until it has been inspected. The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the **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 CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED.**

### MAKE CHECKS PAYABLE TO:

GREENWOOD TOWNSHIP  
SEND APPLICATIONS TO:  
 GREENWOOD TOWNSHIP  
 9025 YALE ROAD  
 GREENWOOD, MI 48006  
FOR INSPECTIONS CALL:  
 PAUL SHAMKA  
 810-531-3241

Service Inspection Date \_\_\_\_\_

Service Re-Inspection Date \_\_\_\_\_

Rough Inspection Date \_\_\_\_\_

Re-Rough Inspection Date \_\_\_\_\_

Final Inspection Date \_\_\_\_\_

Final Re-Inspection Date \_\_\_\_\_

Special Conditions \_\_\_\_\_

\_\_\_\_\_  
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