

MECHANICAL PERMIT APPLICATION
LEELANAU COUNTY CONSTRUCTION CODE AUTHORITY
 8527 E. Government Center Drive Suite 109
 Suttons Bay, MI 49682
 Phone (231) 256-9806 Fax (231) 256-8333
www.leelanau.cc
 e-mail: constructioncodes@co.leelanau.mi.us

Permit Number

I. JOB LOCATION

Name of Owner/Agent	Parcel Number (Required) 45 - - - - -	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Street Address & Job Location (Street No. and Name)		City/Village	Township

II. CONTRACTOR/HOMEOWNER INFORMATION

Contractor	Name	Company Name	Telephone Number	
Homeowner	Name		Telephone Number	
Address (Street Number and Name) (P.O. Box) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner			E-mail address	
City		State	Zip Code	Cell Number
Federal Employer Number (or reason for exemption)		State Boiler License	Expiration Date	State License Number Expiration Date
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	Mechanical License Classification Codes	

III. TYPE OF JOB

<input type="checkbox"/> Residential	<input type="checkbox"/> New	<input type="checkbox"/> UG Only	Fuel: <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> LPG <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Commercial	<input type="checkbox"/> Alteration	Description of work (required)	

IV. PLAN REVIEW REQUIREMENT

PLAN REVIEWS ARE NOT REQUIRED FOR THE FOLLOWING:

- o One or two family dwellings when the heating system input rating is 375,000 BTU's or less
- o Alterations & repair work determined by the mechanical official to be of a minor nature
- o Assembly, Business, Mercantile and Storage building having HVAC equipment only, with **one** fuel are and **not more** than 3500 square feet.
- o Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

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 Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

WHAT IS THE BUILDING SIZE IN SQ. FT? _____ WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING? _____

HAVE MECHANICAL PLANS BEEN SUBMITTED (check one). Yes No Not Required

V. APPLICANT SIGNATURE (below)

Section 23a of the State Construction Code Act of 12972, 1972 PA230, 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 residential structure. Violators of Section 23a are subject to civil fines.

Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	Date
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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 Leelanau County Mechanical Inspector. I will cooperate with the Leelanau County Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

VII. INSTRUCTIONS FOR COMPLETING THE APPLICATION

INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE ACCEPTED.

Mechanical work shall not be started until the application for the permit has been filed with Leelanau County Construction Code Office. All installations shall be in conformance with the State Mechanical Code. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED AND APPROVED.**

The telephone number for the construction code department is provided on the permit form. When you are ready for an inspection, call the code office providing as much Advance notice as possible. The code office will need the **PERMIT NUMBER** and **JOB LOCATION**.

VIII. FEE CHART Enter the number of items being installed, multiply by the unit price for the subtotal fee.

EXPIRATION OF PERMIT: A permit becomes 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 AND CONDUCTED WITHINS SIX MONTHS OF THE DATE ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

SUBMIT APPLICATION TO: LEELANAU COUNTY CONSTRUCTION CODE AUTHORITY Phone (231) 256-9806 Fax (231) 256-8333
 8527 E. Government Center Drive Suite 109
 Suttons Bay, MI 49682
 MAKE CHECKS PAYABLE TO: Leelanau County Construction Code Authority
 Leelanau County Construction Code Authority not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status

	FEE	#OF ITEMS	TOTAL		FEE	#OF ITEMS	TOTAL
1. APPLICATION BASE FEE <i>NON REFUNDABLE</i> (Does not include inspection)	\$50.00	1	\$50.00	18. AIR HANDLERS/HEAT WHEELS UNDER 10,000 CFM	\$20.00		
2. GAS BURNING FIREPLACE	\$30.00			19. OVER 10,000 CFM	\$60.00		
3. GAS/OIL BURNING EQUIPMENT (furnaces, roof top units, generators)	\$30.00			20. COMMERCIAL HOODS	\$15.00		
4. BOILER	\$30.00			21. HEAT RECOVERY UNITS	\$10.00		
5. PIPING (ALL) – MINIMUM \$25.00	\$0.05 per foot			22. V.A.V. BOXES or Zone Damper Equip.	\$10.00		
6. DUCT (ALL) – MINIMUM \$25.00	\$0.05 per foot			23. UNIT VENTILATORS/PTAC Units each	\$10.00		
7. GAS PIPING EACH OPENING (Residential)	\$5.00			24. UNIT HEATERS (terminal units)	\$15.00		
8. SOLID FUEL EQUIPMENT (All) (INCLUDES CHIMNEY)	\$30.00			25. FIRE SUPPRESSION/PROTECTION (includes piping) MINIMUM \$40.00	\$1.50 Per head		
9. CHIMNEY, factory built (installed separately) B vent, PVC, etc.	\$25.00			26. COILS (Heat/Cool)	\$30.00		
10. SOLAR; SET OF 3 PANELS INCLUDES PIPING	\$20.00			27. REFRIGERATION (split system) (includes one coil)	\$30.00		
11. WATER HEATER	\$5.00			28. CHILLER (A/C or Refrigeration)	\$30.00		
12. AIR CONDITIONING (includes split systems) RTU cooling only	\$30.00			29. COOLING TOWERS (A/C or Refrig.)	\$30.00		
13. HEAT PUMPS (split systems) or Geothermal (complete residential)	\$30.00			30. COMPRESSOR/Condensers	\$30.00		
14. Bath, Dryer, Kitchen Exhaust, (residential ducting not included)	\$5.00 Per unit			31. ADDITIONAL/ROUGH INSPECTION	\$50.00		
15. TANK CONNECTIONS	\$5.00			32. FINAL INSPECTION	\$50.00		
16. HUMIDIFIERS/AIR CLEANERS	\$10.00			Subtotal			
17. HEATING PUMPS: COMMERCIAL – PIPE NOT INCLUDED	\$20.00			Credit Card Fee (3% of subtotal)			
				CHECK #			TOTAL FEE

OFFICIAL USE ONLY BELOW

APPLICATION APPROVAL

Code Official _____	Date _____

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I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or abandoned for a period of 180 days at any time after work has commenced. A permit will be closed when no inspections are requested and or conducted within six months of the date of issuance, or the date of a previous inspection; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Signature of applicant: _____

Printed Name: _____

Email Address: _____

Received:

By: _____

NOTICE *NOTICE* *NOTICE* *NOTICE*

Due to a 2006 change in the 2003 Michigan Residential Code, smoke detectors are required to be upgraded whenever a permit is obtained. Smoke detectors are required in every bedroom, adjacent to every bedroom, and on every level of the home. MRC 313.2.1.

Article V Section 501: The Leelanau County Zoning Ordinance requires address posting of all properties. Final inspections will not be approved without the address being posted on the property. Please notify responsible persons in charge.