



Mechanical Permit Application

Updated: 2-21-23

Grand Haven Charter Township
 13300 168th Avenue, Grand Haven, MI 49417
 Phone: 616.842.5988 | Fax: 616.842-9419 |
 Email: building@ght.org

I. Application Information / Job Location			
Name of Owner/Agent		Home Phone	Cell
Address		City	State Zip
Job Location (if different than above)		Name of City, Village, or Township Job is located. Grand Haven Charter Township	
Parcel ID		Email	
II. Contractor/Licensee Information			
Company Name		Company Address	
Business Phone		Cell Phone	Email
Licensee Name		State Contractor's License #	Expiration Date
Federal ID # (or reason for exemption)		Workers Comp (or reason for exemption)	UIA Employee # (or reason for exemption)
III. Project Description			
<input type="checkbox"/> Single Home <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mobile/Pre-Manufactured Home <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____		Detailed Description of Work (Required)	
IV. Plan Review Requirement			
Plans and specifications must be submitted for mechanical work except:			
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 ft. 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.			
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.			
What is the input rating of the heating system in the building		Indicate the size of the building in square feet	
Indicate if plans are being submitted along with this application NOTE: Plans must be submitted before permit is issued.			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted with building permit application			
V. Contractor Affidavit			
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 subject to civil fines.			
Signature of Licensee (By signing, Contractor indicates compliance with Contractor 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 Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.			
Signature of Homeowner (By signing, Homeowner indicates compliance with Homeowner Affidavit)			Date

Complete Application on Back Side

VII. Project Fee Items (Enter the quantity of items being installed, repaired or altered below)							
Item Description	Fee	# Item	Total	Item Description	Fee	# Item	Total
Application Fee (<i>includes one inspection</i>)	\$55.00	1	\$55	Cooling Towers (each)	\$30.00		
Additional Inspections (each)*	\$55.00			Compressor, 15 HP – 50 HP (each)	\$30.00		
Special/Safety Inspection	\$55.00			Over 50 HP (each)	\$60.00		
Residential System (includes ducts or hot water piping) *A/C Not Included	\$50.00			Rooftop Heating and A/C combination	\$50.00		
Duct system/Hydronic Piping (per zone, specify if underground)	\$20.00			Air Handlers – Vent & Exhaust Fans			
Gas/Oil Burning Equipment new and/or conversion units (each)	\$30.00			Under 1,500 CFM (each)	\$7.00		
Water Heater (each)	\$5.00			1,500 to 10,000 CFM (each)	\$30.00		
Manufactured Fireplace (Chimney, Wood Stoves, Fireplaces) (each)	\$30.00			Over 10,000 CFM (each)	\$60.00		
Chimney, factory built	\$25.00			Commercial Hoods	\$15.00		
Solar Equipment Systems (each panel, piping fee included) and tank	\$20.00			Heat Recovery Units or Thru-The-Wall Coil Vents (each)	\$10.00		
Gas piping (per outlet)	\$5.00			Unit Ventilators (each)	\$10.00		
Exhaust Fan/Power Exhaust (each)	\$5.00			Unit Heaters (each)	\$15.00		
Flue Damper/Vent Pipe (each)	\$5.00			Fire Suppression/Protection			
LPG & Fuel Oil Tanks – above ground	\$20.00			Sprinkler Head (each) – min \$20	\$0.75		
LPG & Fuel Oil Tanks – underground	\$25.00			HVAC			
Heat Pumps – Residential	\$30.00			Duct (per foot) – min \$25	\$0.10		
Heat Pumps – Commercial (pipe not included)	\$20.00			Piping (includes process piping, per foot) – min \$25	\$0.05		
A/C & Refrigeration Heat Pumps (self-contained) (each)	\$30.00			Hydronic piping (per foot) – min \$25 to max \$1,000	\$0.05		
Evaporator Coils	\$30.00			Incinerator (each)	\$20.00		
Refrigeration (Split System) -under 5 HP	\$30.00			Crematories (each)	\$35.00		
Split System - 5 HP and over	\$40.00			Humidifiers (each)	\$10.00		
Chiller (each)	\$50.00			Boiler	\$30.00		
				Other (each)	\$30.00		
				Mobile Home Unit (each)	\$30.00		
				Plan Review - Hourly Rate	\$75.00		
				Certification Fee	\$15.00		
				Starting Work w/o Permit	\$50.00		
				TOTAL		\$	

***Additional Inspections:** Additional inspections may include one or more of each of the following – Underground, Pressure Test, Rough-In, Final, Rough-In Fireplace, and Final Fireplace.

VIII. Notice to Applicant
GENERAL: Mechanical work shall not be undertaken until a mechanical permit is issued. All installations shall be in conformance with the Mechanical Code. No work shall be concealed until it has been inspected and approved.
EXPIRATION OF PERMIT: A permit shall become invalid if the authorized work is not commenced within 180 days 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 180 days of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.
SCHEDULING INSPECTIONS: Applicant is responsible for arranging all required inspection until the permit is finalized. Call at least 24 hours in advance to schedule an inspection and include job location and permit number.
PERMIT PRE-PAYMENTS: Grand Haven Charter Township may accept payment for application fees before the permit is issued. The payment will be held in an escrow account until the permit is ready to be issued and will then be applied to the application fees due. If the initial payment is insufficient to pay the application fees in full, additional payment will be required. Permits will not be issued until all fees are paid in full. <u>No work authorized by the permit may commence prior to the permit being received by the applicant.</u> If the application is for an electrical, plumbing, or mechanical permit associated with an application for a building permit, the building permit must be issued prior to any electrical, plumbing, or mechanical permit being issued.

Inspector's Signature

Date