

**MECHANICAL PERMIT APPLICATION -CD**

**SAGINAW CHARTER TOWNSHIP**  
 4980 Shattuck Rd., Saginaw, MI 48603  
 (989) 791-9850 Fax: (989) 791-9859  
 www.saginawtownship.org

Parcel I.D. # \_\_\_\_\_

Permit # \_\_\_\_\_

Date Issued: \_\_\_\_\_

Authority:	1972 PA 230
Completion:	Mandatory to obtain permit
Penalty:	Permit can not be issued

**I. Job Location**

Name of Owner/Agent	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)	

**II. Contractor/Homeowner Information**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date
Address (Street No. and Name)		City	State
Telephone 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**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

**IV. Plan Review Required**

**Plans must be submitted with the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required for the following:**

- 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 of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet in calculated floor area.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "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 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 of Licensee 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 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.

**Complete Application on Back Side**

**VII. Fee Chart** – Enter the number of items being installed, multiply by the unit price for the total fee. A separate permit is required for each unit of a multiple dwelling when such unit is served by a separate entrance.

	FEE	# ITEMS	TOTAL
1. Addition to existing permit – specify permit # _____	\$35.00		
2. Air conditioning, including split system Specify BTU input - _____	70.00		
3. Air handler / HVAC – under 10,000 cfm 10,000 cfm or greater specify tonnage or cfm - _____	46.00 92.00		
4. <b>APPLICATION FEE</b>	70.00		
5. Clothes dryer – including gas piping and vent	23.00		
6. Decorative appliance – gas log/premanufactured fireplace	23.00		
7. Duct work – duct only, extension, combustion or ventilation	23.00		
8. Evaporative cooler	23.00		
9. Furnace – including ductwork, gas piping, and vent specify BTU input _____	92.00		
10. Gas piping (only)	23.00		
11. Hydronic piping (only)	23.00		
12. In-floor heat system - including equipment/appliance, gas piping, vent, piping	92.00		
13. Item not specifically listed – including but not limited to: (a) Make-up air louver - ----- (b) Cooling tower - ----- (c) LP tanks - ----- (d) Other – specify - _____ - -----	70.00		
14. Miscellaneous items – including gas piping and vent (a) Unit heater - ----- (b) Infra-red heater - ----- (c) Wall heater - ----- (d) Radiant heater - ----- (e) Supplemental heating device - ----- (f) Other – specify - _____ - -----	23.00		
15. Mobile / Modular / Pre-Manuf. Unit	60.00		
16. Pool heater	23.00		
17. Re-Line / Line Chimney / Vent	23.00		
18. Residential Boiler	92.00		
19. Ventilation / Bath / Kitchen / Dryer Exhaust (each)	10.00		
20. Water heater	10.00		
21. Special inspection/Re-inspection (specify)	\$70.00 + \$35.00/hr		
22. <b>TRADE LICENSE REGISTRATION</b>	15.00		

**TOTAL** → \_\_\_\_\_

**VIII. INSTRUCTIONS FOR COMPLETING APPLICATION**

GENERAL: Mechanical work shall not be started until the application for permit has been filed. All installations shall be in conformance with MI Mechanical Code. **No work shall be concealed until it has been inspected.**  
When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need 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 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. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**