



5255 Alpine Ave., N.W.  
Comstock Park, MI 49321

Make copies as necessary  
**ALPINE TOWNSHIP MECHANICAL PERMIT APPLICATION**

Alpine Township Building Department  
5255 Alpine Ave. NW  
Comstock Park, MI 49321

Phone: (616) 784-9090 Fax: (616) 784-1234

Web Address: [www.alpinetwp.org](http://www.alpinetwp.org)

**I. JOB LOCATION**

Name of Owner/Agent	Building Permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Expected Project Completion Date:	
Street Address & Job Location (Street No. and Name)	City/Village	State	Zip Code	Owner Telephone Number

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License Number	Expiration Date	
Address (Street No. and Name)		City	State	Zip Code
Telephone or Cell Number		Fax Number	Email Address	
Workers Compensation Insurance Carrier (or reason for exemption)		Federal Employer ID Number (or reason for exemption)		

**III. TYPE OF JOB**

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

**IV. PLAN REVIEW REQUIRED**

**See below for plan review requirements before completing this section.** Plans and specifications must be submitted for one-and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 Btu's.

What is the total square footage of the building? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

**Have construction plans been submitted?** ☐ YES ☐ NO ☐ NOT REQUIRED

**Plans are required for all 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, except:**

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

**Description of Work:** \_\_\_\_\_ *Permit will not be issued without the description being completed.*

**V. APPLICANT SIGNATURE**

<b>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. (Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)</b>		
Signature of Licensee or Homeowner	Print or Type Name	Date

**VI. HOMEOWNER AFFIDAVIT (Please read the following before signing above)**

I hereby certify that the mechanical work described on this permit application shall be installed **by myself in my own home**, in which I am currently living or about to occupy. All work shall be installed in accordance with the 2003 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 the necessary inspections

**COMPLETE APPLICATION ON BACK SIDE OR PAGE #2**

**VII. 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 unless new/separate piping is installed. Replacement systems should be itemized.

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

	FEE	# ITEMS	TOTAL
1. Application Fee ( <b>non-refundable</b> )	\$40.00	<b>1</b>	\$40.00
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) <input type="checkbox"/> Gas Burning Fireplace	\$30.00		
8. Chimney, Factory built - installed separately	\$25.00		
9. Solar; set of 3 panels (includes piping)	\$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		

	FEE	# ITEMS	TOTAL
18. Ductwork - minimum \$25.00	\$0.10/ft		
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	\$25.00		
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. Additional Inspection	\$40.00		
34. Rough Inspection	\$40.00		
35. Final Inspection	\$40.00		

Make checks payable to "Alpine Township". Be sure to include the processing fee and the appropriate number of inspections.  
**The application fee does not include an inspection.**

**TOTAL FEES DUE**

\$

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

GENERAL: Mechanical work shall not be started until the application for permit has been filed with the ALPINE TOWNSHIP. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.**

1. Verify that all relevant items to be installed are noted.
2. If you are filling in the form by hand, be sure to include the \$40.00 application fee in your total.
3. If paying by mail, include a check in the amount of the total fees due, made out to Alpine Township. Mail to the address on the front of this form.
4. If approved the original permit will be sent to you via US mail, to the address and contact name you have provided.
5. If this is an application for residential work and you are not the homeowner, your license must be registered with Alpine Township. A copy of the current contractor's license being used to secure permits must be provided to the township to complete the registration process.

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 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**