



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

Make copies as necessary

## ALPINE TOWNSHIP MECHANICAL PERMIT APPLICATION

Department of Building Safety  
Phone: (616) 784-9090 Fax: (616) 784-1234  
Web Address: [www.alpinetwp.org](http://www.alpinetwp.org)  
Hours: 7:00am-4:00pm Mon-Fri

**Inspections performed Tuesdays and Thursdays**

For Office Use Only

Please fill out this form completely and then print, sign and email, mail or drop off to the Township for processing

Date work completed by:

**I. SITE INFORMATION** PLEASE PRINT OR TYPE

Street Address including Suite #	Lot:	City	Use (check one) <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL
Homeowner or Business Name where the work is being performed	Resident/Business Phone	Has a building permit been obtained? (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED	
Site Contact Person	Site Contact Phone	Scope (check one) <input type="checkbox"/> NEW <input type="checkbox"/> REMOD <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE	

**II. INSTALLER INFORMATION** Installer is (check one)  CONTRACTOR  HOMEOWNER (See "Homeowner Affidavit" below)

Name	Phone #	Contractor Registration	Expiration Date
Address (Street # / Name / Direction)		MESC Employer ID (or exemption)	
City	State	Zip	Federal Employer ID (or exemption)
Email		Workers Compensation Insurance Carrier	

**III. PLAN REVIEW REQUIRED**

**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.
- What is the input rating of the heating system in this building?
- 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.

**IV. DESCRIPTION & COMMENTS** Give a detailed description of the work to be performed under this permit. **This section is mandatory for permit issuance.**

**V. HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own house in which I am living or about to occupy. All work shall be installed in accordance with the current 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 responsibility to arrange inspections.

**VI. APPLICATION SIGNATURE** (Homeowner signature indicates compliance with section VII. below)

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a 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 structure. Violators of Section 23a are subject to civil fines.

Licensee or Homeowner Name (please print)	Licensee or Homeowner Signature	Date
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## VII. FEE CLARIFICATION

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		FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1.	APPLICATION FEE	\$ 40.00		\$ -	17.	Piping - Minimum \$25.00	\$ 0.10	
2.	Residential Heating System (includes duct and pipe)	\$ 50.00			18.	Ductwork - Minimum \$25.00	\$ 0.10	
3.	Gas/Oil Burning Equipment- New and/or Conversion Units	\$ 30.00			19.	Heat Pumps; Commercial (pipe not included)	\$ 20.00	
4.	Residential Boiler	\$ 30.00			Air Handlers/Heat Wheels			
5.	Water Heater	\$ 5.00			20.	Under 10,000 CFM	\$ 20.00	
6.	Flue/Vent Damper	\$ 5.00			21.	over 10,000 CFM	\$ 60.00	
7.	Solid Fuel Equip. (incl. Chimney) <input type="checkbox"/> Gas Burning Fireplace	\$ 40.00			22.	Commercial Hoods	\$ 15.00	
8.	Chimney, Factory built - installed separately	\$ 20.00			23.	Heat Recovery Units	\$ 10.00	
9.	Solar: set of 3 panels (includes piping)	\$ 20.00			24.	V.A.V. Boxes	\$ 10.00	
10.	Gas Piping: each opening new installation	\$ 5.00			25.	Unit Ventilators	\$ 25.00	
11.	Air Conditioning (incl. split system)	\$ 30.00			26.	Unit Heaters (terminal units)	\$ 15.00	
12.	Heat Pumps: complete residential	\$ 30.00			27.	Fire Suppression/Protection Minimum \$20.00	\$ 0.75	
13.	Bath & Kitchen Exhaust	\$ 5.00			28.	Evaporator Coils	\$ 30.00	
14.	Aboveground Tanks	\$ 20.00			29.	Refrigeration (split system)	\$ 30.00	
15.	Underground Tanks	\$ 25.00			30.	Chiller	\$ 30.00	
16.	Humidifiers	\$ 10.00			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". The application fee does not include an inspection. Add the appropriate number of inspections need to complete the project.

**TOTAL FEE**

## IX. INSTRUCTION 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 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.
3. 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 180 DAYS after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 DAYS 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.

## X. REQUIRED INSPECTIONS

**Underground:** If applicable, after all trenching and under slab work is complete but before backfilling has begun.

**Rough:** A rough inspection is required when mechanical ventilation, concealed ducts, returns, etc... have been installed but before insulation and drywall.

**Pressure Test:** When piping (gas or suppression) is pressurized but before it is covered by any material.

**Ceiling:** In commercial construction, after suppression piping and heads are installed or after mechanical ventilation components are installed but before ceiling pads or drywall ceiling is installed.

**Fireplace:** When gas piping is complete and flues and fire blocking are installed but before insulation and drywall.

**Final:** When the mechanical system is complete, all manufacturers' instructions are done and the system has been activated.