

MECHANICAL PERMIT APPLICATION

REVISED 2018

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	Vienna Township 3400 W Vienna Rd Clio, MI 48420 Phone:(810) 686-7676 Fax: (810) 686-8856
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**PLEASE MAKE CHECKS PAYABLE TO VIENNA TOWNSHIP
INCOMPLETE APPLICATION WILL NOT BE PROCESSED**

I. JOB LOCATION: VIENNA TWP CITY OF CLIO FOREST TWP THETFORD TWP

OWNER NAME	OWNERS PHONE NO.		
ADDRESS (JOB LOCATION)	CITY	COUNTY GENESEE	

II. CONTRACTOR / HOMEOWNER INFORMATION

<input type="checkbox"/> HOMEOWNER	STATE LICENCE NO.	EXPIRATION DATE	LOCAL LICENSE NO.	EXPIRATION DATE
<input type="checkbox"/> CONTRACTOR				
HOMEOWNER / CONTRACTOR NAME				
ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	CELL NUMBER	FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)		
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		
EMAIL ADDRESS:				

III. TYPE OF JOB

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> LP TANK	<input type="checkbox"/> MOBILE HOME SETUP	<input type="checkbox"/> OTHER
<input type="checkbox"/> MULTIPLE FAMILY	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> GENERATOR INSTALL	<input type="checkbox"/> _____

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 building size in square feet? _____

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

HAVE 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:

1. One and Two family dwelling 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 feet.
4. Work completed by a governmental subdivision of State agency costing less than \$15,000.00

PLANS MUST BE SUBMITTED AND PAID FOR BEFORE A PERMIT CAN BE ISSUED

V. CONTRACTOR SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523AA, 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. Violations of Section 23a are subject to civil fines.

Signature of Licensee X	Date
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VI. HOMEOWNER AFFIDAVIT AND SIGNATURE

I hereby certify the mechanical work described on this permit application is being installed by myself in my home which I am living in 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.

Signature of Licensee X	Date
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FEE CHART

AT LEAST ONE (1) APPLICATION AND ONE (1) INSPECTION FEE MUST BE SELECTED ON ALL APPLICATIONS

	FEE	# OF ITEMS	TOTAL		FEE	# OF ITEMS	TOTAL
Residential Home - Includes 3 inspections & App. Fee	\$300			Commercial Hoods	\$10		
Application Fee	\$75			Heat Recovery Units	\$10		
New Furnace under 400,000	\$30			V.A.V. Boxes	\$10		
New Furnace over 400,000	\$45			Unit Ventilators	\$10		
Residential Boiler	\$30			Unit Heaters	\$25		
Water Heater	\$25			Fire Suppression - Cost is \$20 plus \$1.00 per head			
Flue/Vent Damper	\$7			Evaporator Coils	\$30		
Solid Fuel Equipment	\$25			Refrigeration (Split Systems)	\$30		
Chimney, Factory Built	\$25			Chiller	\$30		
Solar, set of 3	\$20			Cooling Towers	\$30		
Gas Piping, each opening	\$5			Compressor	\$40		
Gas Burning Fireplace	\$25			Special Safety Inspection	\$50		
Duct Work Only	\$25			Piping Systems - Min. \$25	\$0.05 / ft.		
Air Conditioning	\$30			LPG or Fuel Oil Tanks	\$35		
Heat Pumps	\$30			Mobile Home Park Site	\$100		
Under & Above Ground Tanks	\$20			Commercial Roof Top	\$60		
Humidifiers	\$10			Each Inspection	\$75		
Kitchen & Bath Exhaust	\$10			Mech. Plan Review *	\$80 Per Hour		
Dryer Vent	\$10						
Exhaust Fans	\$20			TOTAL FEES:			
Air Handlers under 10,000 cfm	\$15			METHOD OF PAYMENT			
Air Handlers over 10,000 cfm	\$30			CASH/CHECK/CC:			
				CHECK NUMBER:			

*** A mechanical plan review, including fire suppression plan reviews, are billed at \$80 per hour and are based on the inspectors hours billed for the review. All fees must be paid prior to permit being issued.**

INSTRUCTIONS FOR COMPLETING APPLICATION:

GENERAL: Mechanical work shall not be started until a permit has been obtained. All installations shall be in conformance with the Mechanical Code. No work shall be concealed until it has been inspected.

When ready for an inspection, call the Township providing as much advance notice as possible. The Township will need the job location and permit number. When ready for an inspection, call the Township with as much notice as possible.

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 (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF THE LAST INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.