

This form can be completed by tabbing to each field and typing in the required information. This document has been designed to complete online, print, SIGN, and mail to the bureau with all associated fees. This form IS NOT designed to be submitted electronically



REVISED JANUARY 2024

Mechanical Permit Application

City Of Woodhaven
21869 West Road
Woodhaven, MI 48183

734 675-4930 Fax 734 675-4948

www.Woodhavenmi.org

Print Clear

(Continue to back page and complete before printing this document)

Authority:
Completion: Mandatory to obtain permit
Penalty: Permit cannot 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 AND JOB LOCATION (Street Number and Name)		NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:	COUNTY

II. Contractor / Homeowner Information

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME / CONTRACTOR OF RECORD	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA 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"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

IV. Plan Review Required

Plans must be submitted with an Application for Plan Examination and 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.
- 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 Review Submission No. _____ Plans 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 CONTRACTOR OR HOMEOWNER (Homeowner's 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 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.

Complete Application on Back Side

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. 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	\$75.00	1	\$75.00
2. Residential Heating System (includes duct & pipe)	\$75.00		
3. Gas/Oil Burning Equipment new and /or Conversion Units	\$50.00		
4. Boiler Residential	\$50.00		
5. Water Heater	\$50.00		
6. Damper	\$25.00		
7. Solid Fuel Equip. (includes chimney)	\$50.00		
8. Gas Burning Fireplace	\$90.00		
9. Chimney, factory built (installed separately)	\$50.00		
10. Generator	\$50.00		
11. Gas Piping; each opening - new installation (residential)	\$50.00		
12. Air Conditioning (includes split systems) RTU - Cooling Only	\$50.00		
13. Roof Top units (per unit)	\$50.00		
14. Dryer, Bath & Kitchen Exhaust	\$35.00		
Tanks			
15. Aboveground	\$25.00		
16. Underground	\$50.00		
17. Humidifiers/Air Cleaners	\$30.00		
Piping- minimum fee \$50.00			
18. Piping over 500'	\$.10 / ft		

	Fee	# Items	Total
19. Duct- minimum fee \$50.00 Duct over 500'	\$.10 / ft		
20. B-Vents	\$30.00		
Air Handlers/Heat Wheels			
21. Under 10,000 CFM	\$30.00		
22. Over 10,000 CFM	\$60.00		
23. Commercial Hoods/Exhausters	\$200.00		
24. Heat Recovery Units	\$30.00		
25. V.A.V. Boxes	\$30.00		
26. Unit Ventilators	\$30.00		
27. Unit Heaters (terminal units)	\$30.00		
28. Fire Suppression/Protection (includes piping)- minimum fee \$100.00 Over 133 heads	\$.75 / head		
29. Evaporator Coils	\$50.00		
30. Refrigeration (split system)	\$50.00		
31. Make-up Air	\$50.00		
32. Chimney Liner	\$30.00		
33. Compressor/Condenser	\$50.00		
Inspections			
34. Underground Inspection	\$50.00		
35. Rough Inspection	\$50.00		
36. Ceiling Inspection Commercial	\$50.00		
37. Gas Pressure	\$50.00		
38. Final Inspection	\$50.00	1	\$50.00

A SELF-ADDRESSED STAMPED ENVELOPE MUST BE INCLUDED WITH PERMIT IF IT IS TO BE RETURNED

IX. Instructions for Completing Application

Total Fee (Must include the \$75.00 and \$50.00 final inspection fee)

Make checks payable to "City of Woodhaven"

General: Mechanical work shall not be started until the application for permit has been filed with the City of Woodhaven. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. **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.**

Where to Submit Application:City of Woodhaven 21869 West Road. Woodhaven,MI 48183

VALIDATION AREA