



# CITY OF OAK PARK

Municipal Services  
 14300 Oak Park Boulevard, Oak Park, MI 48237  
 Phone (248) 691-7450 Fax (248) 691-7165  
[www.oakparkmi.gov](http://www.oakparkmi.gov)

## MECHANICAL PERMIT (Minimum Permit Fee \$80)

JOB LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

| DESCRIPTION                                                  | PER UNIT          | NO. OF UNITS | DESCRIPTION                                 | PER UNIT          | NO. OF UNITS |
|--------------------------------------------------------------|-------------------|--------------|---------------------------------------------|-------------------|--------------|
| <b>Base Fee</b>                                              |                   | <b>\$50</b>  | <b>Fixtures</b>                             |                   |              |
|                                                              |                   |              | Humidifier                                  | \$10              |              |
| <b>Gas/Oil/Furnaces/Mini split units/Etc</b>                 |                   |              | Flue Damper/separate inspection             | 30                |              |
| First Unit                                                   | \$60              |              | Flue Damper on Existing Furnace Residential | 10                |              |
| Each Additional Unit in the Same Building                    | 40                |              | Electronic Air Cleaner Residential          | 10                |              |
|                                                              |                   |              | Electronic Air Cleaner with Washer          | 30                |              |
| <b>HVAC Duct Work</b>                                        | \$35 + .10 per ft |              | Space Heater                                | 30                |              |
|                                                              |                   |              | Gas Dryer                                   | 10                |              |
|                                                              |                   |              | Gas Range                                   | 10                |              |
| <b>Factory Built Chimney</b>                                 | \$60              |              | Gas Piping (per opening)                    | \$35 + .10 per ft |              |
| <b>Chimney Liner</b>                                         | \$30              |              |                                             |                   |              |
| <b>Unit Heater Hot Water/Steam Unit</b>                      | \$40              |              |                                             |                   |              |
| <b>Hot Water Heater – Gas</b>                                | \$40              |              | <b>Air Conditioning</b>                     |                   |              |
| <b>Hot Water Heater – Electric (pull electric permit)</b>    | \$40              |              | First Unit                                  | \$60              |              |
|                                                              |                   |              | Each Additional Unit                        | 30                |              |
| <b>Hydronic Systems</b>                                      |                   |              | Chiller                                     | 30                |              |
| Hot Water, Steam                                             | \$30              |              | Cooling Tower                               | 60                |              |
| Chilled Water Piping Duct Coils                              | \$30              |              |                                             |                   |              |
|                                                              |                   |              | <b>Evaporator Coils</b>                     |                   |              |
| <b>Multiple Installations of Pump or Fan Coil Units</b>      |                   |              | First Unit                                  | \$60              |              |
| Per Units                                                    | \$30 per unit     |              | Each Additional Unit in the Same Building   | 30                |              |
|                                                              |                   |              |                                             |                   |              |
| <b>Air Handling System Vent and Exhaust Fans</b>             |                   |              | <b>Commercial</b>                           |                   |              |
| First Unit                                                   | \$60              |              | Roof top Furnace / AC Unit                  | \$60              |              |
| Additional Exhaust Fans                                      | 10                |              |                                             |                   |              |
| Commercial Kitchen Make-up Air and Exhaust                   | 60                |              |                                             |                   |              |
|                                                              |                   |              |                                             |                   |              |
| <b>Solid Fuel Equipment</b>                                  |                   |              | <b>Tank Installation and Removal</b>        |                   |              |
| Wood burning Stoves, Add-on Furnaces                         | \$30              |              | Above Ground Storage Tank Installation      | STATE MARSHALL    |              |
| Prefab Fireplace, residential (including chimney)            | 60                |              | Under Ground Storage Tank Installation      | STATE MARSHALL    |              |
| <b>**Manufacturer's Installation Instructions Required**</b> |                   |              |                                             |                   |              |
| Boiler                                                       | 60                |              | <b>CONTRACTOR REGISTRATION FEE</b>          | \$15              |              |
|                                                              |                   |              |                                             |                   |              |
| <b>Hood and Duct Fire Suppression System</b>                 |                   |              |                                             |                   |              |
| Each Establishment System Minimum                            | \$100             |              |                                             |                   |              |
| Each Additional System at the Same Location                  | 60                |              |                                             |                   |              |
|                                                              |                   |              |                                             |                   |              |
| <b>Heat Pump</b>                                             | \$60              |              |                                             |                   |              |

"Section 23a of 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."

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

For Technical and Training Services, Contact: (248) 691-7450



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## HOMEOWNER AFFIDAVIT

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

I certify that I am the bona fide homeowner of the above property which is:

\_\_\_\_\_ a single family residence, not for rent and which is, or will be upon completion, my own place or residence.

\_\_\_\_\_ a residential structure which is a rental property and upon which I desire to undertake certain maintenance and/or alterations as specified below.

I hereby apply for an owner's permit to install or erect \_\_\_\_\_  
(type of work)

**I REALIZE THAT BY MAKING THIS APPLICATION, I ASSUME THE RESPONSIBILITY OF A LICENSED CONTRACTOR FOR COMPLETION OF WORK. I AGREE THAT I SHALL NEITHER HIRE ANY OTHER PERSON FOR THE PURPOSE OF INSTALLING ANY PORTION OF THIS WORK OR EQUIPMENT, NOR SUBCONTRACT TO, NEITHER PERSON NOR FIRM FOR INSTALLING ANY PORTION OF THIS WORK, EXCEPT TO A LICENSED CONTRACTOR.**

**I WILL NOTIFY THE MUNICIPAL AUTHORITY WITHIN 72 HOURS AFTER WORK IS COMPLETED AND READY FOR SERVICE OR OCCUPANCY SO THAT THE REQUIRED INSPECTION MAY BE MADE. ALL PARTS OF THIS WORK SHALL REMAIN EXPOSED UNTIL THE INSTALLATION IS ACCEPTED BY THE MUNICIPAL AUTHORITY.**

\_\_\_\_\_  
**Signature of Owner**

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_, County of \_\_\_\_\_, Michigan  
(Print Name)

My commission expires \_\_\_\_\_ Signature \_\_\_\_\_