

# MECHANICAL PERMIT APPLICATION

**Remit to:**

Mechanical Department  
263 Northland Drive  
Rockford, MI 49341  
(616) 863-9294  
(616) 863-9298 - fax

Bldg. Permit # \_\_\_\_\_

Algoma Township  
(616)866-1583

Mechanical Permit # \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_

**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 OF JOB LOCATION (Street No. & Name)	
Algoma Township, Kent County	

**II. Contractor/Homeowner Information**

THE APPLICANT IS: <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME (Homeowner or Contractor)	CONTRACTOR'S STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street No. & Name)		CITY	STATE & ZIP
TELEPHONE NO. (with area code)		FEDERAL EMPLOYER ID NO. (or reason for exemption)	
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)	

**III. Type of Job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<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:

1. One & two family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations & 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 or state agency costing less than \$15,000.00

If work being performed is as described above, check the box below titled "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 PA299 and shall bear that architect's or engineer's seal and signature.

Plans not required                                      Plan Review Submission No. \_\_\_\_\_

**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 are subject to civil fines.

SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner signature indicates compliance with Section VI, Homeowner Affidavit)	DATE
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**VI. Homeowner Affidavit**

I herby 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.

**VII. Fee Clarifications**

TANKS: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.  
NOTE: Any equipment to be covered must be inspected before covering. If more than one inspection is required, include "final" inspection fee.

**Complete Application on Back Side**

**VIII. Fee Chart-**Enter the number of items being installed and multiply the unit price for total fee.

Mechanical Permit Fee Schedule-Single Family	Per Unit	Number	Fee
Application (non-refundable)	\$40.00	1	\$40.00
Rough-in and additional inspections	40.00		
Final Inspection	40.00	1	40.00
Furnaces (heat pumps, boiler)	30.00		
Solid Fuel equipment and fireplaces. (Fee includes: fire place and chimney)	30.00		
Chimney, factory built	20.00		
Duct system, or hydronic piping	10.00		
Solar equipment system, piping fee included	15.00		
Gas piping new installation, each	5.00		
Exhaust fan, each	5.00		
LPG & fuel oil tanks, piping fee included, each	20.00		
Central air conditioning (per unit)	30.00		
<b>Water Heater</b>	5.00		
<b>TOTAL</b>			

Mechanical Permit Fee Schedule-Commercial & Industrial	Per Unit	Number	Fee
Application Fee	40.00	1	\$40.00
Final Inspection Fee	40.00	1	\$40.00
Gas piping, each outlet, new installation	8.00		
Gas/Oil burning equipment, new and/or used conversion units, each	30.00		
Solar equipment, each panel & tank, piping fee included	15.00		
Air conditioning and refrigeration heat pumps, self contained			
Under 15 HP A/C, each	15.00		
Evaporator coils, each	25.00		
Under 5 HP, split system, each	35.00		
Chiller, each	80.00		
Cooling towers, each	35.00		
Compressor, 15 HP to 50 HP, each	30.00		
Over 50 HP, each	50.00		
Air handlers, self contained units			
Ventilation and exhaust fans under 1500 CFM, each	5.00		
1500 CFM to 10,000 CFM, each	25.00		
Over 10,000 CFM, each	50.00		
Heat recovery and wall fan coils	10.00		
Unit heaters, each	15.00		
Ducts insulation piping fire suppression/protection systems			
Based on bid price			
under \$3000	20.00		
\$3000 to \$7999	30.00		
\$8000 to \$10999	40.00		
Over \$11000 (\$10 for each \$3000 in addition to above rate)			
Incinerators, each	15.00		
Crematories, each	30.00		
Humidifiers, each	10.00		
Electronic air cleaner with washer tank, each	30.00		
Tanks: (for underground add \$5.00 to each of the following)			
Under 276 gallons, each	10.00		
276 to 550 gallons, each	15.00		
Over 550 gallons, each	25.00		
Additional Inspections	40.00		
<b>TOTAL</b>			
<b>Additional inspections, reinspections or hourly inspections will be charged at a rate of \$40.00.</b>			

REMIT TO: Imperial Municipal Services,  
263 Northland Dr. Rockford, MI 49341

**MAKE CHECKS PAYABLE TO: IMS**

**IX. Instructions for Completing Application**

**General:** Mechanical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call Imperial Municipal Services at 1-800-442-2794 or 616-863-9294. 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.**

Algoma Township will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**Revised 6/11/14**