

Shelby Township Building Department
 52700 Van Dyke, Shelby Township, MI 48316 Phone: (586) 731-5969 Fax: (586) 803-2099

Mechanical Permit Application

Authority: P.A. 230 of 1971, as amended
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

I. PROJECT LOCATION

Street Address	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Name of Owner/Agent	Phone #	Lot #	Subdivision

II. APPLICANT INFORMATION (Contractors shall complete shaded section)

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	Phone	Cell Phone	
		Facsimile	E-mail	
Address		City	State	Zip Code
Drivers License #	Date of Birth	Contractor License #		Expiration Date
Workers Comp. Insur. Carrier (or reason for exemption)		Federal Employer ID # (or reason for exemption)		
MESC Employer # (or reason for exemption)				

III. PROJECT DESCRIPTION

Project Use <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____
Describe Project in Detail

IV. PLAN REVIEW REQUIREMENTS

Plans and specifications must be submitted for mechanical work except:	
<ol style="list-style-type: none"> 1. One and two family dwellings 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 or state agency costing less than \$15,000. 	
Such plans shall be prepared 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.	
Indicate the input rating of the heating system in this building	Indicate the size of the building in square feet
Indicate if plans are being submitted along with this application	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required <input type="checkbox"/> Submitted with building permit application	Note: Required plans shall be submitted prior to the issuance of a permit.

V. APPLICANT SIGNATURE

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/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Shelby and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.	
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 subject to civil fines.	
Signature of Licensee or Homeowner (<u>Homeowner signature indicates compliance with Section VI. Homeowner Affidavit</u>)	Date

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 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 for necessary inspections.

COMPLETE REMAINING SECTIONS ON BACK SIDE OF APPLICATION

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VII. PROJECT FEE ITEMS - Enter the quantity of items being installed, repaired or altered below.

ITEM DESCRIPTION	Quantity
Registration	
Permit Base Fee	1
Gas/Oil Fired Equipment (check type) <input type="checkbox"/> Furnace <input type="checkbox"/> Boiler <input type="checkbox"/> Unit heater <input type="checkbox"/> Water Heater non-residential <input type="checkbox"/> Make-up air unit <input type="checkbox"/> Air handler <input type="checkbox"/> Infrared unit <input type="checkbox"/> Swimming pool boiler/heater <input type="checkbox"/> Other _____	Up to 100,000 BTU 100,000 to 400,000 BTU Over 400,000 BTU
Solid Fuel Equipment – woodstoves, fireplace stoves, etc.	
Prefabricated Fireplace (gas)	
Chimneys (Factory built – Class A)	
Residential Water Heater	
Gas Piping (each opening)	
Bathroom, Dryer and Kitchen Exhaust (less than 1,500 CFM) - Each	
Exhaust Fans (1,500 CFM or more) - Each	
Residential Ductwork New (per unit for multi-family) Addition/Alteration	
Electronic Air Cleaner	
Gas Logs	
Humidifiers	

ITEM DESCRIPTION	Quantity
Flue Liners	
Radiant Heat	
Solar Equipment Residential (each panel – includes piping) Non-residential	
Air Conditioning, Heat Pumps, and Refrigeration (Condensing unit) Less than 15 H.P. 15 H.P. to 50 H.P. Over 50 H.P.	
Chiller	
Cooling Towers	
V.A.V Boxes	
Tanks <u>Above ground</u> 275 gallons or less Over 275 gallons <u>Underground</u> 550 gallons or less Over 550 gallons	
Fire Suppression/Protection System Bid Price \$ _____	
Insulation Bid Price \$ _____	
Piping Bid Price \$ _____	
Ducts (non-resid.) Bid Price \$ _____	
Incinerators	
Crematories	
Other _____	

VIII. NOTICE TO APPLICANT

GENERAL: Mechanical work shall not be undertaken until a mechanical permit is issued. All installations shall be in conformance with the Mechanical Code. **No work shall be concealed until it has been inspected.**

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 cancelled when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.**