

Date \_\_\_\_\_

**Mechanical Permit Application**  
**Monitor Township**

email \_\_\_\_\_

Parcel # \_\_\_\_\_

2483 Midland Rd., Bay City, MI 48706  
Ph 989-684-7203 Fax 989-684-9234  
www.monitortwp.org.

**For Inspection, please call:  
Del Bedford 989-272-5108**

**I. Job Location**

Name of Owner/Agent	Has a Building permit been obtained for this project? Yes                      No                      Not Required		
Street Address of Job Location	City	Township	County
Homeowner's Phone			

**II. Contractor/Homeowner Information**

Name of Contractor or Homeowner	Contractor License Number	Expiration Date
Address	City	State                      Zip Code
Telephone	Federal Employer ID Number (or reason for exception)	
Workers Comp Insurance Carrier (or reason for exception)	MESC Employer Carrier (or reason for exception)	

**III. Type of Job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD) Mobile Home

**IV. Plan Review Required**

Plans must be submitted with this application and the appropriate fee before a permit can be issued, except as listed below.

Plans are not required for the following:

1. One- and two-family dwelling when the total building heating/cooling system input rating is 375,000 BTUs 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 3500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, check box below, "Plans Not Required."

PLANS ARE REQUIRED for all other building types and shall be prepared by or under the direction 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                      Code Official \_\_\_\_\_

**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 Mechanical Contractor or Homeowner.** (Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)

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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 State 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 Clarification**

Item #3 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.

Description	Fee	#	Total	Description	Fee	#	Total
1. Application Fee/ Inspection (non-refundable) Not needed for Modular Park.	\$50.00	1	\$50.00	24. Hydronic Piping	\$.05/ft		
2. Starting without a Permit	\$100.00			25. Fire Suppression/Protection \$20 Minimum	\$.75 per head		
3. Addition to existing application, plus items	\$27.50			26. Com. or Res. Kitchen Hoods	\$30.00		
4. Residential Heating System (inc. duct & pipe) New Bldg Only (See Sec. VII)	\$50.00			27. Heat Pumps; Commercial (pipe not included)	\$20.00		
5. Gas/Oil Burning equipment (furnace, rooftop units, generators)	\$30.00			28. Duct Work \$.10/ft (min \$25.)	\$0.10		
6. Boiler	\$30.00			<b>Air Handlers/Heat Wheels</b>			
7. Water Heater (gas piping & venting-direct replacement only)	\$10.00			29. Under 10,000 CFM	\$20.00		
8. Damper	\$8.00			30. Over 10,000 CFM	\$60.00		
9. Solid Fuel Equip. (inc. Chimney)	\$30.00			31. Heat Recovery Units	\$10.00		
10. Gas Burning Fireplace	\$30.00			32. VAV Boxes	\$10.00		
11. Chimney, factory built (installed separately), Vent, PVC Venting	\$30.00			33. Unit Ventilators/PTAC Units	\$10.00		
12. Solar; set of 3 panels-fluid transfer, inc. piping	\$20.00			34. Unit Heaters (terminal units)	\$20.00		
13. Gas Piping; each opening-new installation (residential)	\$8.00			35. Tube Heaters, special fix	\$25.00		
14. Air Conditioning (inc. split systems) RTU- Cooling Only	\$30.00			36. Refrigeration (split system)	\$30.00		
15. Heat Pumps/Geothermal (complete Residential)	\$30.00			37. Coils (Heat/Cool)	\$30.00		
16. Dryer, Bath & Kitchen Exhaust	\$10.00			38. Chiller	\$30.00		
17. Tanks-LP & Pipe	\$75.00			39. Compressor/Condenser	\$30.00		
18. Modular—Home Park Site- Flat Fee	\$75.00			40. Final or Add Inspect--if needed	\$50.00		
19. Humidifiers/Air Cleaners	\$10.00			41. Final Inspection-for New Const	\$50.00		
<b>Piping (ALL-piping-min \$25.)</b>							
20. Fuel Gas Piping & Gas Piping	\$.05/ ft						
21. Duct-min. fee \$30	\$.10/ft						
22. Exhausters	\$15.00						
23. Refrigeration Piping	\$0.05/ft						
				<b>41. Total Fee</b>			
				<b>Make Checks Payable to Monitor Township</b>			

A Permit will be closed when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. Upon cancellation, a new permit is required.

GENERAL: Mechanical work shall not be started until this application for permit has been filed. All installations shall be in conformance with the State Mechanical Code. Nor work shall be concealed until it has been inspected. 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 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. Upon cancellation a new permit is required.