

MECHANICAL PERMIT APPLICATION
OTSEGO COUNTY LAND USE SERVICE
1322 HAYES ROAD GAYLORD, MICHIGAN 49735
989-731-7400 FAX 989-731-7419 PERMIT NO. _____

COMPANY TO CALL _____

LP GAS _____ NATURAL GAS _____

I. JOB LOCATION

www.otsegocountymi.gov

OWNER/AGENT _____

HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?
YES _____ NO _____ NOT REQUIRED _____

STREET ADDRESS & JOB LOCATION(STREET NAME AND NO.) _____

TOWNSHIP/TOWN-RANGE/SEC _____

TAX (PID) CODE NO. _____

II. CONTRACTOR/HOMEOWNER INFORMATION

CONTRACTOR _____ NAME _____
HOMEOWNER _____

LICENSE NO. _____ EXPIRATION DATE _____

ADDRESS(STREET NO. & NAME) _____

CITY _____

STATE _____

ZIP _____

TELEPHONE NO./FAX NO. _____

CELL NO. _____

FEDERAL EMPLOYER ID NO. (OR REASON FOR EXEMPTION) _____

WORKERS COMPENSATION INSURANCE CARRIER(OPTIONAL REASON FOR EXEMPTION) _____

MESC EMPLOYER NO.(OPTIONAL REASON FOR EXEMPTION) _____

III. TYPE OF JOB

____ SINGLE FAMILY _____ NEW _____ SPECIAL INSPECTION _____ PREMANUFACTURED HOME SETUP(BOCA)
____ OTHER _____ ALTERATION _____ LP TANK _____ MANUFACTURED HOME SETUP(HUD)

IV. PLAN REVIEW REQUIRED

SEE BELOW FOR PLAN REVIEW REQUIREMENTS BEFORE COMPLETING THIS SECTION. PLANS AND SPECIFICATIONS MUST BE SUBMITTED FOR ONE AND TWO FAMILY DWELLINGS WHEN THE INPUT RATING OF THE BUILDING HEATING/COOLING SYSTEM EXCEEDS 370,000 BTUs.

WHAT IS THE BUILDING SIZE IN SQUARE FOOTAGE? _____

WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING? _____

HAVE PLANS BEEN SUBMITTED? _____ YES _____ NO _____ NOT REQUIRED

PLANS ARE REQUIRED FOR ALL BUILDING TYPES AND SHALL BE PREPARED BY 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, EXCEPT:

- ONE AND TWO FAMILY DWELLINGS WHEN THE TOTAL BUILDING HEATING/COOLING SYSTEM INPUT RATING IS 375,000 BTUs OR LESS.
- ALTERATIONS AND REPAIR WORK DETERMINED BY THE MECHANICAL OFFICIAL TO BE OF 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

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

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 SUBJECT TO CIVIL FINES.

SIGNATURE OF LICENSEE OR HOMEOWNER (HOMEOWNERS SIGNATURE INDICATES COMPLIANCE WITH SECTION VI HOMEOWNERS AFFIDAVIT)

DATE _____

VI. HOMEOWNERS 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 COUNTY MECHANICAL INSPECTOR. I WILL COOPERATE WITH THE COUNTY MECHANICAL INSPECTOR AND ASSUME THE RESPONSIBILITY TO ARRANGE FOR NECESSARY INSPECTIONS.

Carbon Monoxide Alarms shall be provided in accordance with Section R315.1 & R315.2

COMPLETE APPLICATION ON BACK SIDE

VII. FEE CLARIFICATIONS

MOBILE & MODULAR HOMES: WHEN SETTING A MOBILE HOME IN A PARK, THE PERMIT APPLICATION SHOULD INCLUDE; THE APPLICATION FEE(#1) AND A GAS PIPING FEE(#20). THE GAS PIPING FEE COVERS THE NATURAL OR LP GAS CONNECTIONS ONLY.

WHEN SETTING A MOBILE OR HUD MODULAR ON PRIVATE PROPERTY, THE PERMIT APPLICATION SHOULD INCLUDE; THE APPLICATION FEE(#1), AND A GAS PIPING FEE (#20). THE GAS PIPING FEE COVERS THE LP OR NATURAL GAS CONNECTIONS ONLY.

WHEN SETTING A BOCA MODULAR HOME ON PRIVATE PROPERTY, THE PERMIT APPLICATION SHOULD INCLUDE; THE APPLICATION FEE(#1), AND A GAS PIPING FEE (#12). THE GAS PIPING FEE COVERS THE NATURAL GAS CONNECTIONS ONLY. THE LP COMPANY WILL TAKE THE PERMIT FOR THE GAS REGULATOR & PIPE CONNECTIONS.

ADDITIONAL FEES MAY ALSO APPLY FOR ITEMS SUCH AS WATER HEATERS, ADDITIONAL FIXTURES AND INSPECTIONS.

ITEM#2, RESIDENTIAL HEATING SYSTEM: THIS ITEM IS USED FOR THE INSTALLATION OF A HEATING SYSTEM IN A NEW RESIDENTIAL STRUCTURE. ITEMS# 12. GAS PIPING AND #30; 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		FEE	#ITEMS	TOTAL
1. APPLICATION FEE (NON REFUNDABLE)	\$35.00	1	\$35.00	22. DUCTWORK (\$.10 per ft. – Min. \$20.00 UP TO 100’) (Rounded to nearest \$)	\$	Ft.	\$
2. GAS/OIL BURNING EQUIPMENT-NEW AND/OR CONVERSION UNITS	\$24.00		\$	23. VARIABLE AIR VOLUME BOXES	\$8.00		\$
3. RESIDENTIAL BOILER	\$24.00		\$	24. UNIT VENTILATORS	\$8.00		\$
4. HUMIDIFIERS	\$8.00		\$	25. UNIT HEATERS (TERMINAL UNITS)	\$12.00		\$
5 WATER HEATER	\$4.00		\$	26. ELECTRONIC AIR CLEANERS	\$12.00		\$
6. FLUE/VENT DAMPER	\$4.00		\$	27. RESIDENTIAL HEAT PUMPS	\$24.00		\$
7. SOLID FUEL EQUIPMENT	\$31.00		\$	28. COMM HEAT PUMPS(PIPE NOT INC)	\$24.00		\$
8. CHIMNEY-FACTORY BUILT/SEP. INSTAL.	\$20.00		\$	29. AIR HANDLERS/HEAT WHEELS UNDER 10,000 CFM	\$16.00		\$
9. SOLAR; 2 PANELS (PIPING NOT INCL)	\$16.00		\$	30. AIR HANDLERS/HEAT WHEELS 10,000 CFM AND OVER	\$46.00		\$
10. GAS PIPING; EACH OPENING-NEW INSTALLATION	\$4.00		\$	31. COMMERCIAL HOODS	\$46.00		\$
11. AIR CONDITIONING & REFRIGERATION (WALK-INs) SELF CONTAINED, UNDER 15 H.P./A.C. WATER FURNACE	\$20.00		\$	32. TANK AND REGULATOR BELOW GROUND	\$18.00		\$
12. EVAPORATOR COILS	\$24.00		\$	33. TANK AND REGULATOR ABOVE GROUND	\$18.00		\$
13. REFRIG-UNDER 5 H.P. (SPLIT SYSTEM)	\$20.00		\$	34 .FIRE SUPPRESSION/PROTECTION \$.50 PER HEAD (PIPING NOT INCLUDED)	\$		\$
14. REFRIG-5 H.P AND OVER. (SPLIT SYSTEM)	\$24.00		\$	35. FIRE SUPPRESSION/PROTECTION PLAN REVIEW (15% OF TOTAL PERMIT)	\$		\$
15. CHILLER/COOLING TOWER	\$25.00		\$	36. INSPECTIONS	\$50.00		\$
16. COMPRESSOR 15-50 H.P.	\$24.00		\$				
17. COMPRESSOR OVER 50 H.P.	\$28.00		\$				
18. PIPING/GAS-HYDRONIC (\$.10 per ft. – Min. \$20.00 UP TO 50’ (Rounded to nearest \$)	\$	Ft.	\$				
19. BATH & KITCHEN EXHAUST/DRYER	\$4.00		\$				
20. EXHAUST OVER 1500 CFM’S	\$8.00		\$				
21. HEAT RECOVERY UNITS/THRU-THE-WALL FAN COIL UNITS	\$8.00		\$	TOTAL FEES	\$		\$

MAKE CHECKS PAYABLE TO OTSEGO COUNTY BUILDING DEPARTMENT OR OCBD

DESCRIPTION

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: MECHANICAL WORK SHALL NOT BE STARTED UNTIL THE APPLICATION FOR PERMIT HAS BEEN FILED WITH THE OTSEGO COUNTY BUILDING DEPARTMENT. ALL INSTALLATIONS SHALL BE IN CONFORMANCE WITH THE STATE MECHANICAL CODE. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.**

THE TELEPHONE NUMBER FOR THE OFFICE HAS BE PROVIDED ON THE PERMIT FORM. WHEN READY FOR AN INSPECTION, CALL THE OFFICE PROVIDING AS MUCH NOTICE AS POSSIBLE.(MINIMUM 24 HOUR-MAXIMUM 7 DAYS). YOU WILL NEED TO SUPPLY **THE BUILDING AND/OR MECHANICAL PERMIT NUMBER TO SET UP THE INSPECTION.**

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 WORK. **A PERMIT WILL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

WHERE TO SUBMIT APPLICATION: THE OTSEGO COUNTY BUILDING DEPARTMENT IS RESPONSIBLE FOR ALL INSPECTIONS EXCEPT THOSE IN STATE OWNED BUILDINGS, SCHOOLS AND ON COMMERCIAL BOILERS. WHERE COMMERCIAL BOILERS ARE BEING INSTALLED OUR DEPARTMENT DOES LOOK AT PIPING ETC. INCIDENTAL TO THE BOILER. IF YOU HAVE ANY QUESTIONS REGARDING WHETHER TO SEE OUR OFFICE OR THE STATE FOR PERMITS AND INSPECTIONS, PLEASE CONTACT OUR OFFICE. THE NUMBER IS ON THE FRONT OF THIS APPLICATION. THE INSPECTORS CAN BE REACHED BETWEEN 8 AND 9 A.M. FOR CODE RELATED QUESTIONS.

MECHANICAL PERMITS ARE NOT TRANSFERABLE

(REV. 04-10)BACK