



# MECHANICAL PERMIT APPLICATION

CHARTER TOWNSHIP OF YPSILANTI - OFFICE OF COMMUNITY STANDARDS

7200 S. HURON RIVER DR. - YPSILANTI, MI 48197 -- 734.485.3943

**AUTHORITY: P.A. 230 OF 1972, AS AMENDED**  
**COMPLETION: MANDATORY TO OBTAIN PERMIT**  
**PENALTY: PERMIT CANNOT BE OBTAINED**

Permit #

**I. JOBSITE INFORMATION**

|   |              |                                     |              |            |
|---|--------------|-------------------------------------|--------------|------------|
| Street Address & Job Location (Street No. & Name)     |              | Name of Owner / Agent / Telephone # |              |            |
| Has a Building Permit been obtained for this project? | Yes or No    | Residential                         | New          | Alteration |
| Building Permit #                                     | Not required | Commercial                          | Service Only | Other      |

**II. CONTRACTOR / HOMEOWNER INFORMATION**

|                             |            |                       |                  |              |
|-----------------------------|------------|-----------------------|------------------|--------------|
| Name                        |            | Driver's License      |                  | Expired Date |
| Address (Street No. & Name) |            | City                  | State            | Zip          |
| Telephone #                 | Cell #     | Contractor License #  | Master License # |              |
| Worker's Comp Ins Carrier   | MESC Emp # | Federal Employer ID # | Email Address    |              |

**III. MANDATORY: DESCRIPTION & COMMENTS (Give a detailed description of the work to be performed under this permit)**

|         |          |               |     |       |       |                   |                        |
|---------|----------|---------------|-----|-------|-------|-------------------|------------------------|
| Res ___ | Comm ___ | Apt/Condo ___ | New | Alter | Other | Re-Inspection ___ | Special Inspection ___ |
|         |          |               |     |       |       |                   |                        |

**IV. FEE CHART - Enter the number of items being installed, multiply by the unit price for the total fee. MINIMUM FEE IS \$50**

|   | FEE  | #Items | Total |  | FEE   | #Items | Total |                       |      |  |  |
|---|------|--------|-------|--|-------|--------|-------|-----------------------|------|--|--|
| 1. Appurtenances-Humidifiers, Air Cleaners with furnace                 | \$13 |        |       | 13. Duct Smoke Detectors   |       |        |       |                       |      |  |  |
| Without furnace   | \$25 |        |       | First 5 detectors or less (each unit)  | \$20  |        |       |                       |      |  |  |
| 2. Make-Air Unit / Air Handlers   | \$40 |        |       | Each additional detector   | \$7   |        |       |                       |      |  |  |
| 3. Boiler (Res-see gas fired equipment)                                 |      |        |       | 14. Exhaust Fans - Residential Kitchen/bath (etc.) fans  | \$20  |        |       |                       |      |  |  |
| 4. Chimney, Factory built/liner   | \$30 |        |       | 14. (a) Commercial Bath Fans   | \$20  |        |       |                       |      |  |  |
| Installed with new furnace  | \$15 |        |       | 15. Fuel-Oil Fired Equipment (burners, tanks) & solid fuel appliances) Room Heaters (stoves/portable & wood burning fireplace) | \$40  |        |       |                       |      |  |  |
| Each add'l at same occupancy  | \$12 |        |       |  |       |        |       |                       |      |  |  |
| 5. Commercial kitchen hoods, dip tanks, spray booths, ind furn. Ea. sys | \$50 |        |       |  |       |        |       | All other under 5 GPH | \$35 |  |  |
| 6. Commercial hood plan review (Complete Fire Suppression Permit)       |      |        |       |  |       |        |       | All other over 5 GPH  | \$50 |  |  |
| 7. Compressor (see Refrigeration)                                       |      |        |       | Alterations to existing  | \$30  |        |       |                       |      |  |  |
| 8. Dampers - Automatic & fixed vent dampers with furnace                | \$20 |        |       | 16. Gas Fired Appliance - Burners  | Make: |        |       |                       |      |  |  |
| 9. Dampers only   | \$30 |        |       | Model #  | BTU:  |        |       |                       |      |  |  |
| 10. Dampers Fire/Smoke (Commercial)                                     |      |        |       | Less that 75,000 BTU   | \$50  |        |       |                       |      |  |  |
| First 5 units - each unit   | \$10 |        |       | 75,001 to 500,000 BTU  | \$60  |        |       |                       |      |  |  |
| Each additional unit (same location)                                    | \$4  |        |       | Over 500,000 BTU   | \$70  |        |       |                       |      |  |  |
| 11. Duct/pipe alteration-comm minor                                     | \$50 |        |       | (call if over 5 units at same location)  |       |        |       |                       |      |  |  |
| Complete-commercial   | \$75 |        |       | 17. Gas Piping - Residential   | \$30  |        |       |                       |      |  |  |
| VAV boxes each  | \$20 |        |       | Commercial Under 2" each 60'   | \$40  |        |       |                       |      |  |  |
| 12. Duct/pipe alteration (Residential)                                  | \$25 |        |       | Commercial Over 2" each 60'  | \$60  |        |       |                       |      |  |  |
| Complete residential and/or over 2 branch ducts or registers            | \$50 |        |       | Pressure Test - Residential  | \$30  |        |       |                       |      |  |  |
|   |      |        |       | Pressure Test - Commercial (each)  | \$30  |        |       |                       |      |  |  |
|   |      |        |       | Not Ready/Disapproved (res/comm)   | \$50  |        |       |                       |      |  |  |

|   | FEE   | #Items | Total        |  | FEE  | #Items | Total |
|---|-------|--------|--------------|--|------|--------|-------|
| 18. Generator   | \$35  |        |              | 20. Re-inspection  | \$50 |        |       |
| 19. Refrigeration Installation<br>Model #   | Make: |        |              | 21. Renewal or Transfer  | \$50 |        |       |
|   | H/P   |        |              | 22. Water Heater - Replacement Only  | \$30 |        |       |
| Remote systems activated by motors of<br>5hp or less  | \$30  |        |              | 23. GENERAL REPAIRS  | \$40 |        |       |
| Systems activated by motors or engines<br>over 5hp to 30 hp   | \$60  |        |              | 24. Extra Rough Inspections (each)   | \$40 |        |       |
|   |       |        |              | 25. Special Inspections, Geo Thermal<br>Systems or Mini Splits   | \$50 |        |       |
| Over 30hp   | \$120 |        |              | 26. Plan Review (if applicable)  |      |        |       |
| <b>The fee will equal the total of all items or \$50, whichever is greater - not including the Administration Fee</b>   |       |        |              | <b>TOTAL FEES:</b>   |      |        |       |
|   |       |        |              | Administration Fee:  |      | \$25   |       |
| <b>The Office of Community Standards will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.</b>  |       |        |              | License Registration Fee (\$15):   |      |        |       |
|   |       |        |              | <b>AMOUNT DUE:</b>   |      |        |       |
| <b>V. PLAN REVIEW</b>   |       |        |              |  |      |        |       |
| See below for plan review before completing this section Plans and specifications for one & two family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTU's.  |       |        |              |  |      |        |       |
| What is the building size in square feet?   |       |        |              | What is the input rating of the heating system in this building?   |      |        |       |
| Have plans been submitted?  | Yes   | No     | Not required |  |      |        |       |
| <b>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:</b>   |       |        |              |  |      |        |       |
| <ol style="list-style-type: none"> <li>One and two family dwellings when the total building hearing/cooling system input rating is 375,000 BTU's or less.</li> <li>Alterations and repair work determined by the mechanical official to be of a minor nature.</li> <li>Business, mercantile and storage buildings have HVAC equipment only, with one fire area and not more that 3,500 square feet.</li> <li>Work completed by a governmental subdivision or state agency costing less than \$15,000</li> </ol> |       |        |              |  |      |        |       |
| <b>PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.</b>   |       |        |              |  |      |        |       |
| <b>VI. APPLICANT SIGNATURE</b>  |       |        |              |  |      |        |       |
| <b>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.</b>   |       |        |              |  |      |        |       |
| Signature of Licensee or Homeowner  |       |        |              | Print Name Legibly   |      |        |       |
| Witness Signature and Title   |       |        |              | Date   |      |        |       |
| <b>VII. HOMEOWNER AFFIDAVIT</b>   |       |        |              |  |      |        |       |
| I hereby certify the electrical work described on this permit application shall be installed <b>by myself, in my own home</b> , which I am living or about to occupy. All work shall be installed in accordance with the Electrical Code and <b>shall not be enclosed, covered up or put into operation</b> until it has been <b>inspected and approved</b> by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections.     |       |        |              |  |      |        |       |
| Signature of Homeowner  |       |        |              | Print Name Legibly   |      |        |       |
| GENERAL: Electrical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the Electrical Code. <b>No work shall be concealed until it has been inspected.</b> When ready for inspection, call the building department at (734) 485.3943. A minimum of one business day advance notice required. <b>The clerk will need the JOB LOCATION AND PERMIT NUMBER.</b>  |       |        |              | 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 has 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. |      |        |       |
| <b>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 MAY NOT HAVE A 60% REFUND IF AN INSPECTIONS / SITE VISIT HAS BEEN MADE OR SIX MONTHS TIME HAS ELAPSED SINCE PERMIT ISSUANCE. PLAN REVIEW FEES ARE <b>NOT</b> REFUNDABLE.</b>  |       |        |              |  |      |        |       |