Mechanical Permit Application

Niles Charter Township Department of Building Safety
320 Bell Road
Niles, MI 49120

For Inspection Call: 269 663-8542 Ed Wainwright
www.nilestwpmi.gov Township Office: 269 684-0870 ext. 10

Print Clear

(Continue to back page and complete before printing this document)

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Authority:	1972 PA 230
Completion:	Mandatory to obtain permit
Penalty:	Permit cannot be issued

This form can be completed by tabbing to each field and typing in the required information.

I. Job Location

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? ☐ Yes ☐ No ☐ Not required

STREET ADDRESS AND JOB LOCATION (Street Number and Name)	NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED ☐ Township **OF: NILES**	COUNTY

II. Contractor / Homeowner Information

INDICATE WHO THE APPLICANT IS	NAME / CONTRACTOR OF RECORD	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
☐ Contractor ☐ Homeowner				

ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE

TELEPHONE NUMBER (Include Area Code)	FEDERAL EMPLOYER ID NUMBER (or reason for exemption) E-Mail
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)	MESC EMPLOYER NUMBER (or reason for exemption)

III. Type of Job

☐ **Single Family**	☐ New	☐ Special Inspection	☐ Premanufactured Home Setup (State Approved)	☐ **State Owned**
☐ **Other**	☐ Alteration	☐ LP Tank	☐ Manufactured Home Setup (HUD Mobile Home)	☐ **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 the following:

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 $15,000.00.

If work being performed is described above, check box below **"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 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. _____ ☐ **Plans Not Required**

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 CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit)	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 Michigan Mechanical Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Complete Application on Back Side

VII. Fee Clarification

Item #2, 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.

Item #4, Residential Boiler: A residential boiler must be installed by a licensed boiler installer. Provide boiler installer license number above in Section II.

Items #14 and #15, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

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

	Fee	# Items	Total
1. Application Fee (**non-refundable**)	$75.00	***1***	***$75.00***
2. Residential Heating System (includes duct & pipe) ***New Building Only****	$50.00		
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units	$30.00		
4. Residential Boiler**	$30.00		
5. Water Heater	$5.00		
6. Flue/Vent Damper	$5.00		
7. Solid Fuel Equip. (includes chimney)	$30.00		
37. Gas Burning Fireplace	$30.00		
8. Chimney, factory built (installed separately)	$25.00		
9. Solar; set of 3 panels (includes piping)	$20.00		
10. Gas Piping; each opening - new installation (residential)	$5.00		
11. Air Conditioning (includes split systems)	$30.00		
12. Heat Pumps (complete residential)	$30.00		
13. Bath & Kitchen Exhaust	$5.00		
Tanks			
14. Aboveground***	$20.00		
38. Aboveground Connection	$20.00		
15. Underground***	$25.00		
39. Underground Connection	$25.00		
16. Humidifiers	$10.00		
Piping - minimum fee $25.00			
17. Piping	$ .05 / ft		
40. Process piping	$ .05 / ft		

	Fee	# Items	Total
18. Duct - minimum fee $25.00	$ .10 / ft		
19. Heat Pumps; Commercial (pipe not included)	$20.00		
Air Handlers/Heat Wheels			
20. Under 10,000 CFM	$20.00		
21. Over 10,000 CFM	$60.00		
22. Commercial Hoods	$15.00		
23. Heat Recovery Units	$10.00		
24. V.A.V. Boxes	$10.00		
25. Unit Ventilators	$10.00		
26. Unit Heaters (terminal units)	$15.00		
27. Fire Suppression/Protection - minimum fee $20.00	$ .75 / head		
28. Evaporator Coils	$30.00		
29. Refrigeration (split system)	$30.00		
30. Chiller	$30.00		
31. Cooling Towers	$30.00		
32. Compressor	$30.00		
Inspections			
33. Special/Safety Insp. (includes cert. fee)	$50.00		
34. Additional Inspection	$50.00		
35. Final Inspection	$75.00	1	$75.00
36. Certification Fee	$20.00		

Total Fee (Must include the $75.00 non-refundable application fee)

* See VII. Fee Clarification Item #2 on front
**See VII. Fee Clarification Item #4 on front
***See VII. Fee Clarification Items #14 and 15 on front

Make checks payable to "Niles Charter Township Treasurer"

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.** The telephone number for the inspector will be provided on the permit form. 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **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 OR REINSTATED.**

VALIDATION AREA

Niles Charter 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.