

# Mechanical Permit Application

EFFECTIVE 5/2/2024

REVISED 5/2/2024

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

**Almont Township**  
**819 N. Main Street**  
**Almont, MI 48003**  
**Phone 810-798-8521/Fax 810-798-7097**  
**www.almonttownship.org**

**Permit No. Issued**

## 1. Job Location (Please fill in all appropriate areas that have an asterisk)

*Owner/Agent's Name	*   Has a building permit been obtained for this job?   [ ] Yes [ ] No [ ] Not required	
Street Address & Job Location (Street No. & Name)	Township	County
*	* Almont	* Lapeer

## 2. Contractor/Homeowner Information (A photo copy of State Issued License is Required)

*[ ] Contractor	State Mechanical License No.	Expiration Date
*[ ] Homeowner	*	*
Address (Street No. & Name)	License Classifications	Expiration Date
•	*	*
City	State	Zip Code
*	*	*
Telephone Number (CELL)	EMAIL	Federal Employer I.D. No. (or reason for exemption)
*	*	*
Workers compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)	
	*	

## 3. Type of Job

*[ ] Single Family	*[ ] New Construction	*[ ] Repair/Replacement	*[ ] Premanufactured Home Setup (State Approved)
*[ ] Other - Specify _____	*[ ] Alteration/Addition	*[ ] Premanufactured Home Setup (HUD Mobile Home)	

## 4. Plan Review Required

**\*Plans must be submitted with the application and the appropriate fee before a permit will be issued, except as listed below.**  
What is the building size in square footage? \_\_\_\_\_  
What is the BTU input rating of the heating system(s) in this building? \_\_\_\_\_

Plans are not required for the following:

1. One-and-two family dwelling when the **total** building heating/cooling system(s) 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

**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.**

TO BE COMPLETED BY TOWNSHIP OFFICIAL:      Sealed Plans Required [ ]      Sealed Plans NOT Required [ ]

## 5. Homeowner's 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 all necessary inspections. **Signature: \_\_\_\_\_ Date \_\_\_\_\_**

## 6. Applicant's 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 residential structure. Violators of section 23a are subjected to civil fines

**I, \_\_\_\_\_ (name) \_\_\_\_\_ date \_\_\_\_\_**, attest that the statements, applications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

*Signature of Homeowner/Licensed Contractor	(Owner signature indicates compliance w/Section 5)	Date

**COMPLETE APPLICATION ON BACK SIDE**

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Chimney/Vent and #18 Duct, SHOULD NOT be charged. Replacement systems should be itemized. Item #4, Boiler: Any commercial boiler must be installed by a licensed boiler installer. Items # 14 and # 15 Tanks: A homeowner must own a tank to install. If homeowner does not own tank a licensed mechanical contractor must install tank. ANY FEES NOT COVERED BELOW WILL BE CHARGED ON AN INDIVIDUAL BASIS.

**8. Fee Chart – Enter the number of items being installed, multiply by the unit price for total fee.**

	Fee	No. of Items	Total
<b>ADMINISTRATION FEE (NON REFUNDABLE)</b>	<b>\$ 70.00</b>	<b>1</b>	<b>\$ 70.00</b>
1. Application Fee (non-refundable) <b>includes 1 inspection</b>	<b>\$ 75.00</b>	<b>1</b>	<b>\$ 75.00</b>
2. Residential Heating System (includes duct & chimney/vent) New Building Only <b>(see Section 7)</b>	\$ 85.00		
3. Gas/Oil Burning Equipment (furnace) (new or conversion units)	\$ 40.00		
4. Boiler <b>(see Section 7)</b>	\$ 40.00		
5. Water Heater	\$ 20.00		
6. Residential Kitchen Exhaust (less than 300 CFM)	\$ 15.00		
7. Solid Fuel Equipment (Includes chimney/vent) (gas fireplace/pellet stove/woodstove)	\$ 30.00		
8. Chimney/Vent, – Factory built type A or B, (includes flue, liner, vent converter or vent damper)	\$ 25.00		
9. Solar, set of 3 panels (includes piping)	\$ 20.00		
10. Gas Piping; each opening – new installation	\$ 10.00 ea.		
11. Residential Air Conditioning (includes split systems)	\$ 40.00		
12. Heat Pumps (Geothermal) Residential	\$ 40.00		
13. Bath Room Exhaust Fans (includes duct)	\$ 5.00 ea.		
14. LPG Tank (above ground) <b>(see Section 7)</b>	\$ 25.00		
15. LPG Tank (underground)	\$ 45.00		
16. Humidifiers/Air Cleaner	\$ 10.00		
17. Piping	\$ 45.00		
18. Duct	\$ 45.00		
19. Heat Pumps – Commercial (piping not Included)	\$ 50.00		
20. Air Handlers/Heat Wheels /V.A. V Boxes	\$ 30.00		
21. Hood/Grease Duct (Types 1 or 2)	\$ 50.00		
22. Commercial Kitchen Exhaust Fans (over 300 CFM)	\$ 30.00		
23. Heat Recovery Units/Unit Ventilators	\$ 30.00		
24. Energy Recovery Ventilators	\$ 30.00		
25. Hazardous Exhaust System(s)	\$ 50.00		
26. Unit Heaters/Tube Heaters/Generators	\$ 25.00		
27. Fire Suppression/Protection	\$ 105.00		
28. Fire or Smoke Dampers	\$ 5.00 ea.		
29. Refrigeration (split system) or Chiller	\$ 60.00		
30. Condenser or Compressor	\$ 40.00		
31. Cooling Tower/Evaporative Coil	\$ 65.00		
32. Combustion Air/Make-up Air Ducts/Dryer Vents	\$ 5.00 ea.		
33. Special/Safety Inspection	\$ 75.00		
34. Additional/Re- Inspection	\$ 75.00		
35. Administration Fee <b>for work started w/o permit</b>	\$ 80.00		
36. Final Inspection	\$ 75.00		
37. Certification (Registration) Fee (valid for term of license)	\$ 15.00		
38. Plan Review	\$ 100.00		
<b>Total Fee (To be approved by Permit Clerk and/or Mechanical Inspector)</b>			<b>\$</b>
Approved by:	Permit Clerk/Mechanical Inspector		Pd. Ck/cash

**9. Instructions for Completing Application**

General – Mechanical work shall not be started until the application for permit has been approved and a mechanical permit issued. All installations shall be in conformance with the State Mechanical Code. No work shall be concealed until it has been inspected and approved by the Mechanical Inspector. When ready for an inspection(s) call 810-798-8521 noting the type of inspection, the permit number, the date the inspection(s) is requested for and any other important information such as lock box combination or key location.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall be invalid if the authorized work is not commenced within six months of 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 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.**

## MECHANICAL RESIDENTIAL APPLICATION

Permits are valid for as long as progress is being made and inspections are scheduled and performed within 180 days of date that permit was issued or last approved inspection to confirm that work is progressing on said permit. PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 6 MONTHS (180 DAYS) OF DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

Chimneys must be three (3) feet above combustibles or two (2) feet above any obstruction ten (10) feet away and have a cleanout at base of chimney.

Switch for shut off must be installed adjacent to furnace.

LP Gas regulators shall be placed three (3) feet from any opening and eighteen (18) inches below opening and eighteen (18) inches above grade.

Ventilation air must be through entire structure (dwelling).

Combustion air ducts are required to all gas fired and solid fuel equipment, furnaces, and hot water tanks pursuant to section G2407 of the 2006 Residential Building Code, Chapter 7 of the Michigan Mechanical Code, and Section 304 of the International Fuel Gas Code.

All exhaust fans must be vented directly outside in metal pipe.

One appliance per flue if one is solid fuel appliance.

Solid fuel appliances shall be installed according to manufacturer's specifications or to State of Michigan Mechanical Code and shall have a UL label or label of recognized testing lab.

**Manufactures' specification booklet is required to be on site for inspector to review installation.** At minimum, two inspections are required, rough and final.

**MAY IT BE UNDERSTOOD THAT THIS IS STRICTLY A GUIDE. IT IS RECOMMENDED THAT THE MECHANICAL INSPECTOR BE CONTACTED TO ANSWER ANY CODE QUESTIONS. THE PERMIT CLERK IS NOT A CODE OFFICIAL AND IS NOT AUTHORIZED TO ANSWER CODE QUESTIONS.**

## GAS PIPE PRESSURE TEST AFFIDAVIT

**Please fax to 810-798-7097 or Email to [illoyd@almonttownship.org](mailto:illoyd@almonttownship.org)**

Items needed for gas pipe pressure test:

Inspection is required when gas piping and all connections there to are complete.

Note: If any portion of any gas line will be covered/concealed (i.e. underground gas lines or gas lines installed in or through rough framing that will be concealed), a separate inspection with pressure test of the installation is required prior to concealing.

A pressure test gauge is required with a note stating the test pressure used and time and date test was started for inspections, or an affidavit/letter with below information included and is accepted by the Almont Township Mechanical Inspector.

Mechanical Contractor's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_

Mechanical Contractor's State License No.: \_\_\_\_\_

Classifications on State License: \_\_\_\_\_

Job Location: \_\_\_\_\_

Mechanical Permit Number as Issued by Township: \_\_\_\_\_

**On \_\_\_\_\_, 20\_\_\_\_, a gas pipe pressure test was performed on the entire gas pipe system per section 406 requirements of the current International Fuel Gas Code and section G2416 requirements of the current Michigan Residential Code.**

**Test Pressure Used:** \_\_\_\_\_

**Duration of Test:** \_\_\_\_\_

**Results of Test:** \_\_\_\_\_

**I hereby certify that the above information supplied is true and accurate:**

**date**

\_\_\_\_\_  
Signature of Mechanical Contractor/Permit Holder

