

## MECHANICAL PERMIT WORKSHEET

Phone - 810-765-8879

CHARTER TOWNSHIP OF EAST CHINA  
5111 RIVER ROAD - EAST CHINA, MI 48054

Fax – 810-765-1408

**24-HOUR NOTICE REQUIRED FOR ALL INSPECTIONS – CALL THE OFFICE TO SCHEDULE INSPECTIONS**

<b>LOCATION</b>
<b>PROJECT</b>

<b>APPLICANT</b>
<b>OWNER</b>

**ALL WORK STARTED WITHOUT A PERMIT IS SUBJECT TO A 50% PENALTY**

Failure to call for inspections will result in separate re-inspection fee assessment

	Fee	Qty	Total		Fee	Qty	Total
<b>ADMINISTRATION FEE</b>	<b>5.00</b>	_____	_____	<b>DUCT WORK</b> -Minimum 25'	25.00	_____	_____
<b>BASE FEE</b> (Includes 1 Inspection)	<b>40.00</b>	_____	_____	Over 25' \$.10/ft		_____	_____
<b>Residential Heating System</b> (includes duct & pipe)				<b>HEAT PUMPS</b>			
<b>New Building Only</b>	50.00	_____	_____	Residential	30.00	_____	_____
Gas/Oil Burning Equipment	30.00	_____	_____	Commercial (Pipe not included)	40.00	_____	_____
(Furnace) New - Conversion Units				<b>AIR HANDLERS - HEAT WHEELS</b>			
Residential Boiler	30.00	_____	_____	Under 10,000 CFM	20.00	_____	_____
Water Heater	5.00	_____	_____	Over 10,000 CFM	60.00	_____	_____
Flue/Vent Damper	5.00	_____	_____	Commercial Hoods	15.00	_____	_____
Solid Fuel Equip & Chimney	30.00	_____	_____	Heat Recovery Units	10.00	_____	_____
Gas Fireplace	30.00	_____	_____	VAV Boxes	10.00	_____	_____
Chimney, Factory Built	25.00	_____	_____	Unit Ventilators	10.00	_____	_____
Solar Panels – 3 Panels & Pipe	20.00	_____	_____	Unit Heaters	15.00	_____	_____
Gas Outlets – Each New Opening	5.00	_____	_____	<b>FIRE SUPPRESSION SYSTEM</b>			
Air Conditioning	30.00	_____	_____	Min \$20 or \$.75 per head	20.00	_____	_____
Bath & Kitchen Exhaust	5.00	_____	_____	Evaporator Coils	30.00	_____	_____
<b>TANKS</b>				Refrigeration (Split System)	30.00	_____	_____
Above Ground	20.00	_____	_____	Chiller	30.00	_____	_____
Above Ground Connection	20.00	_____	_____	Cooling Towers	30.00	_____	_____
Below Ground	25.00	_____	_____	Compressor	30.00	_____	_____
Below Ground Connection	25.00	_____	_____	<b>INSPECTIONS</b>			
Humidifiers	10.00	_____	_____	Rough	35.00	_____	_____
<b>GAS PIPING SYSTEMS</b>				Final	35.00	_____	_____
Minimum \$25 or \$.05 ft	25.00	_____	_____	Re-Inspection	35.00	_____	_____
Process Pipe				<b>PLAN REVIEW – 30% of Permit Fee \$</b>			
Minimum \$25 or \$.05 ft	25.00	_____	_____	Required for commercial, industrial & homes over 3,500 square feet			

You can print permit and application forms on our Web Site at [www.eastchinatownship.org](http://www.eastchinatownship.org)

**SUB TOTAL** \_\_\_\_\_

**MISCELLANEOUS FEE** \_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

Mechanical work shall not be started until the application for the permit has been filed with this office. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.**

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

**MECHANICAL PERMIT APPLICATION**

Phone (810) 765-8879

Charter Township of East China  
5111 River Road □ East China MI 48054

Fax ( 810) 765-1408

AUTHORITY: 1972 PA 230  
COMPLETION: Mandatory to obtain permit  
PENALTY: Permit cannot be issued

Date of Application \_\_\_\_\_  
State Owned: \_\_\_\_\_ YES \_\_\_\_\_ NO

Has a building permit been obtained for this project?  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Required

**JOB LOCATION**

Owner/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Address/Job Location \_\_\_\_\_

**CONTRACTOR/HOMEOWNER**

Contractor – Homeowner \_\_\_\_\_ Phone \_\_\_\_\_

License # \_\_\_\_\_ Expires \_\_\_\_\_ Federal ID # \_\_\_\_\_

Workers Comp Ins. Carrier \_\_\_\_\_ MESC Employer # \_\_\_\_\_  
(Or reason for exemption) (Or reason for exemption)

**TYPE OF JOB**

\_\_\_\_ Single Family: \_\_\_\_ New \_\_\_\_ Service Only \_\_\_\_ Pre-manufactured Setup (State Approved)  
\_\_\_\_ Other: \_\_\_\_ Alteration \_\_\_\_ Special Inspection \_\_\_\_ Manufactured Home Setup (HUD Mobile Home)

➤ **APPLICANT SIGNATURE** Section 23a of the State Construction Act of 1972, PA, 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** **Date**

**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 Local Mechanical Inspector. I will cooperate with the Local Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

\_\_\_\_\_  
**Signature of Homeowner** **Date**

**PLAN REVIEW REQUIRED**

**Plans must be submitted with an application for plan examination before a permit can be issued 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 inspector to be of a minor nature.
- 3. Business, mercantile or storage buildings having HAVC equipment only, with one fire area not more than 3,500 square feet.
- 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

What is the building size in square footage? \_\_\_\_\_  
What is the input rating of the heating system in the building? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer license pursuant to 1980 PA 299 and shall bear the architect's or engineer's seal and signature.

**Residential Heating System** – This item is used for the installation of a heating system in a **new residential structure**. Gas piping and duct **SHOULD NOT BE CHARGED**. Replacement systems should be itemized.

**Residential Boiler** - A licensed boiler installer must install a residential boiler.

**Tanks** – A homeowner must own the tank to install it. If a homeowner does not own the tank, a licensed mechanical contractor must install the tank.

# MECHANICAL PERMIT GENERAL INSTRUCTIONS

## *\$15.00 Annual Registration Fee*

*For the annual registration, a copy of the CONTRACTORS LICENSE and a copy of their DRIVERS LICENSE is required by this office.*

*Annual registrations expire December 31<sup>st</sup> each year.*

*Mechanical work shall not be started until the application for a permit has been filed with the Charter Township of East China. All installations shall be in conformance with the State Mechanical Code. No work shall be concealed until it has been inspected.*

*When ready for an inspection, call the Township Office at 810-765-8879 x 115 and providing as much advance notice as possible. Always provide the job location and the permit number.*

## **EXPIRATION OF PERMIT**

*A permit remains valid as long as work is progressing and inspections are 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.*