

Mechanical Permit Application

M 2024 M

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MONROE CHARTER TOWNSHIP BUILDING DEPARTMENT
4925 East Dunbar Road
Monroe, MI 48161
(734) 241-5502
Website: monroechartertownship.org



Validation Area

Authority: 1972 PA 230
Penalty: Failure to provide information may result in denial of your request.
LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

I. Project or Facility Information

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.
HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?
STREET ADDRESS AND JOB LOCATION (Street Number and Name)
CITY
ZIP CODE
COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED
City Village Township OF:

II. Applicant

NAME
E-MAIL
ADDRESS
CITY
STATE
ZIP CODE
TELEPHONE NUMBER (Include Area Code)

III. Owner of the land in fee of project location

NAME
ADDRESS
CITY
STATE
ZIP CODE
TELEPHONE NUMBER (Include Area Code)

IV. Mechanical contractor

NAME
COMPANY NAME
STATE OF MICHIGAN LICENSE NUMBER/CLASSIFICATIONS
EXPIRATION DATE
ADDRESS (Street Number and Name)
CITY
STATE
ZIP CODE
TELEPHONE NUMBER (Include Area Code)
E-MAIL ADDRESS
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)

V. Purpose of Project

- 1-& 2-family dwelling
New
Cannabis Facility
State-owned
Other
Alteration
Premanufactured Home Setup (State Approved)
School
Manufactured Home Setup (HUD Mobile Home)

VI. Plan Review Information

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:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
Alterations and repair work determined by the mechanical official to be of a minor nature.
Business, mercantile, and storage use group 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.
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.

BCC Plan Review Project No.
Plans Not Required (PR subject to verification by official)

VII. Fee Schedule

Item #2, Residential Heating System: This item is used for the installation of a forced-air heating system in a **new residential structure**. Items #13 Gas Piping and #33 Duct need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00
2. Residential Heating System New Building Only*	\$50.00		
3. Gas/Oil Burning Equipment	\$30.00		
4. HWC Unit	\$30.00		
5. Generator (also requires electrical permit)	\$30.00		
6. Residential Boiler	\$30.00		
7. Water Heater (gas piping & venting-direct replacement only) (also requires plumbing permit)	\$5.00		
8. Damper (control, back-draft, barometric or fire/smoke)	\$5.00		
9. Solid Fuel Equipment (includes chimney)	\$30.00		
10. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00		
11. Gas Burning Fireplace	\$30.00		
12. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00		
13. Gas Piping; each opening-new install (residential)	\$5.00		
14. Air Conditioning Split Systems	\$30.00		
15. Roof Top Unit	\$30.00		
16. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00		
17. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00		
18. Humidifiers/Air Cleaners	\$10.00		
19. Heat Exchanger Replacement	\$30.00		
20. L.P. Above ground Connection	\$20.00		
21. L.P. Underground Connection	\$25.00		
Tanks			
22. Above ground	\$20.00		
23. Underground	\$25.00		
Piping (ALL piping-minimum fee \$25.00)			
24. Above ground fuel gas piping	\$.05 /ft		
25. Underground fuel gas piping	\$.05/ft		
26. Above ground process piping	\$.05/ft		
27. Underground process piping	\$.05/ft		
28. Above ground hydronic piping	\$.05/ft		

	Fee	# of Items	Total
Piping cont. (All piping-minimum fee \$25.00)			
29. Underground hydronic piping	\$.05/ft		
30. Refrigeration piping	\$.05/ft		
31. Commercial Air Conditioning Piping	\$.05/ft		
32. Exhausters (commercial)	\$15.00		
33. Duct - minimum fee \$25.00	\$.10 /ft		
34. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels			
35. Under 10,000 CFM	\$20.00		
36. Over 10,000 CFM	\$60.00		
37. Commercial Hoods	\$15.00		
38. Heat Recovery Units	\$10.00		
39. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
40. Unit Ventilators/PTAC Units/Liebert units	\$10.00		
41. Fuel Fired Unit Heaters (terminal units)	\$15.00		
42. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
43. Coils (Heat/Cool)	\$30.00		
44. Refrigeration (split system)	\$30.00		
Chiller/Cooling Towers			
45. Chiller-Refrigeration	\$30.00		
46. Chiller-Air Conditioning	\$30.00		
47. Cooling Towers-Refrigeration	\$30.00		
48. Cooling Towers-Air Conditioning	\$30.00		
49. Compressor/Condenser	\$30.00		
Inspections			
50. Gas Pressure Test only	\$20.00		
51. Rough/Additional Inspection	\$75.00		
52. Final Inspection	\$75.00	1	
53. Certificate fee	\$30.00		
54. Re-Open Expired Permit	\$75.00		
55. Island Inspection Fee (Where ferries, boats or planes are involved)	\$50.00		

*See VII. Fee Schedule Item #2 above

Total Fee (Must Include the \$75 non-refundable application and \$75 final inspection fees)
Make checks payable to



Monroe Charter Township

VIII. Instructions for Completing Application

General: Mechanical work shall not be started until the permit has been issued by the Bureau of Construction Codes. All installations shall be in compliance 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 and provided the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.**

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. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Where to Submit Application: The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local inspection authority and for all state-owned buildings as well as school construction where a local delegation of authority does not exist. Prior to applying for a permit, please review the [Statewide Jurisdiction List](#) for anything other than K-12 Educational Facilities. For K-12 Educational Facilities please review the [Local School Construction Enforcement List](#). This information is updated regularly due to changes in the construction code enforcement authority as they may be conducted by either the state, county, or local unit of government. A permit application must be submitted to the enforcement agency based upon these lists. Permit applications should be sent to the address on the first page of this application. Questions regarding issued permits may be directed to bccpermits@michigan.gov or 517-241-9313.

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.

I, _____ (name), _____ (title), attest that the statements, specifications, 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

DATE