MECHANICAL PERMIT APPLICATION

CITY OF ROYAL OAK - BUILDING DEPARTMENT

211 Williams Street ● P.O. Box 64 ● Royal Oak, MI 48067

Office Telephone: 248-246-3210 ● Inspection Request Line: 248-246-3234

EFFECTIVE 6-16-09

I. JOB LOCATION

MECHANICAL PERMIT NO.

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? ❑ YES ❑ NO ❑ NOT REQUIRED		
JOB LOCATION (STREET NO. & NAME)	APT. OR SUITE NO.	BSC PROJECT NO.	PLAN REVIEW NO.

II. CONTRACTOR/HOMEOWNER INFORMATION

❑ **CONTRACTOR** ❑ **HOMEOWNER**	NAME OF LICENSEE OR HOMEOWNER:		LICENSE NUMBER:
BUSINESS ADDRESS (STREET NO. & NAME)	CITY	STATE	ZIP CODE
TELEPHONE NUMBER: ( )	FEDERAL ID OR SOC. SEC. NUMBER:	WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION:	MESC EMPLOYER NO. OR REASON FOR EXEMPTION:

III. TYPE OF JOB

❑ **COMMERCIAL**	❑ NEW	**DESCRIPTION OF WORK:**
❑ **RESIDENTIAL**	❑ ALTERATION	
❑ SINGLE FAMILY	❑ REPLACEMENT	

IV. PLAN REVIEW REQUIREMENT

SEE BELOW FOR PLAN REVIEW REQUIREMENTS BEFORE COMPLETING THIS SECTION.

PLANS AND SPECIFICATIONS MUST BE SUBMITTED FOR ONE AND 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 FOOTAGE? _____

WHAT IS THE INPUT RATING OF THE HEATING SYSTEM(S) IN THIS BUILDING (TOTAL OF ALL EQUIPMENT)? _____

HAVE MECHANICAL PLANS BEEN SUBMITTED? ❑ YES ❑ NO ❑ NOT REQUIRED

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:

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, EXCLUDING RESTAURANTS, HAVING HVAC EQUIPMENT ONLY, WITH ONE FIRE AREA AND NOT MORE THAN 3,500 SQUARE FEET.
4. WORK COMPLETED BY A GOVERNMENT AGENCY COSTING LESS THAN $15,000.00.

PLANS MUST BE SUBMITTED AND APPROVED BEFORE A PERMIT CAN BE ISSUED.

V. 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 RESIDENTIAL CODE, MICHIGAN MECHANICAL CODE AND FUEL GAS CODE. THE **WORK 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 NECESSARY INSPECTION.

VI. 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 SUBJECT TO CIVIL FINES.

HOMEOWNER'S SIGNATURE INDICATES ACKNOWLEDGEMENT, ACCEPTANCE AND COMPLIANCE WITH SECTION V - HOMEOWNER AFFIDAVIT. SEE ABOVE.

THE UNDERSIGNED ACKNOWLEDGES READING AND UNDERSTANDING FRONT AND BACK SIDES OF THIS APPLICATION.

SIGNATURE OF LICENSEE OR HOMEOWNER ONLY:	DATE :
PLEASE PRINT:	

CONTINUED ON PAGE 2

VIII. FEE CHART (Effective 6-16-09)

ENTER THE NUMBER OF ITEMS BEING INSTALLED, MULTIPLY THE TOTAL QUANTITY OF EACH ITEM BY THE UNIT PRICE FOR THE TOTAL FEE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO INCLUDE AND STATE ALL WORK BEING PERFORMED ON THE PERMIT APPLICATION. MINIMUM PERMIT FEE IS $70.00.

MECHANICAL REGISTRATION: $15.00

ADMINISTRATIVE FEE: $25.00

RESIDENTIAL FEE SCHEDULE		
DESCRIPTION	**QTY.**	**FEE**
A/C Unit Residential		$40.00
Air Handling Unit ≤ 2000 CFM		21.00
Air Handling Unit > 2000 CFM		40.00
Furnace ≤ 99K BTU[4]		96.00
Furnace ≥100K BTU[4]		121.00
Boiler ≤ 150K BTU[4,5]		96.00
Boiler > 150K BTU[4,5]		121.00
Wall, Unit, Suspended or Room Heater ≤ 75K BTU[4]		90.00
Wall, Unit, Suspended or Room Heater >75K BTU[4]		115.00
Gas Fireplace or Decorative Gas Appliance[4]		103.00
Gas Generator[4]		84.00
HVAC Ductwork – Addition or Alteration		90.00
HVAC Ductwork – New Systems		128.00
Solid Fuel Fireplace, Stove or Appliance		78.00
Hydronic Piping Alteration[4]		71.00
Hydronic Piping New System[4]		84.00
Kitchen, Bath or Dryer Exhaust – SINGLE ONLY[3]		59.00
Gas Piping[3]		59.00
Chimney Liner - ONLY		59.00
Humidifier - ONLY		59.00
COMMERCIAL FEE SCHEDULE		
Type 1 or 2 Cooking Hood ≤ 5,000 CFM[1,5]		178.00
Type 1 Cooking Hood > 5,000 CFM[1,5]		203.00
Fume or Lab Hood ≤ 2,000 CFM[1]		65.00
Fume or Lab Hood > 2,000 CFM[1]		96.00
Exhaust ≤ 1,500 CFM		21.00
Exhaust 1,501 to 10,000 CFM[1]		40.00
Exhaust > 10,000 CFM[1]		65.00

COMMERCIAL FEE SCHEDULE		
DESCRIPTION	**QTY.**	**FEE**
Smoke Control System[1,5]		221.00
Refrigeration Compressor 1 to 5 hp.		40.00
Refrigeration Compressor 6 to 50 hp[1]		65.00
Refrigeration Compressor > 50 hp[1]		128.00
Alteration to Refrigeration System		53.00
Air Handling Unit ≤ 1,500 CFM[1,5]		21.00
Air Handling Unit – 1,501 to 10,000 CFM[1,5]		121.00
Air Handling Unit > 10,000 CFM[1,5]		146.00
Package or Split Unit 1 to 4 Tons		121.00
Package or Split Unit 5 to 10 Tons[1,4,5]		146.00
Package or Split Unit 11 to 25 Tons[1,4,5]		171.00
Package or Split Unit > 25 Tons[1,4,5]		196.00
Unit, Room or Makeup Air Heater ≤ 150K BTU[4]		121.00
Unit, Room or Makeup Air Heater >150K BTU[1,4]		146.00
Boiler ≤ 500K BTU[2,4]		121.00
Boiler > 500K BTU[2,4]		146.00
Heat Exchanger, Coil or VAV Box		21.00
Duct Work – New System		46.00
Duct Work – Addition or Alteration		34.00
Fire or Smoke Damper		11.00
Hydronic Piping[4] – New System		128.00
Hydronic Piping[4] – Addition or Alteration		96.00
Chilled Water Piping[5] – New System		128.00
Chilled Water Piping[5] – Addition or Alteration		96.00
Gas Piping[3]		84.00
Fuel or Gas Powered Generator[1,4]		109.00
Fire Suppression System		

NOTES:

1. **MECHANICAL PLAN REVIEW APPROVAL IS REQUIRED PRIOR TO ISSUANCE OF PERMIT.**
2. **BOILER INSTALLER'S LICENSE IS REQUIRED FOR INSTALLATION OF ANY HOT WATER OR STEAM BOILER.**
3. **ALL NEW GAS AND HYDRONIC PIPING DOES REQUIRE PRESSURE TESTING WITNESSED BY MECHANICAL INSPECTOR.**
4. **TESTING IS REQUIRED FOR ALL NEW CHILLED WATER, PROCESS PIPING, COOKING HOODS, A/C SMOKE DETECTORS & SMOKE CONTROL SYSTEMS.**

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: MECHANICAL WORK SHALL NOT BE STARTED UNTIL THE APPLICATION FOR PERMIT HAS BEEN FILED THE BUILDING DEPARTMENT AND ALL FEES ARE PAID. ALL INSTALLATIONS SHALL BE IN CONFORMANCE WITH THE STATE MECHANICAL CODE. **NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED, TESTED AND APPROVED.** WHEN READY FOR AN INSPECTION, PLEASE TELEPHONE THE INSPECTION REQUEST HOTLINE NUMBER: 248-246-3234. YOU WILL NEED THE JOB LOCATION, PERMIT NUMBER AND TYPE OF INSPECTION. ALL CODE QUESTIONS MAY BE DIRECTED TO THE MECHANICAL INSPECTOR AT 248-246-3220. OFFICE HOURS ARE: 8AM-9AM AND 4PM-5PM, MONDAY THROUGH FRIDAY.

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. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND/OR CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED. A NEW PERMIT MUST BE ISSUED FOR COMPLETION AND APPROVAL OF WORK WHEN A PERMIT IS CANCELLED. THE PERMIT HOLDER SHALL SCHEDULE ALL INSPECTIONS IN A TIMELY MANNER.**

X. TESTING REQUIREMENT

TESTING OF NEWLY INSTALLED GAS OR HYDRONIC PIPING, SMOKE DETECTORS, COMMERCIAL KITCHEN VENTILATION SYSTEMS, SMOKE CONTROL SYSTEMS AND SPECIAL EXHAUST VENTILATION SYSTEMS SHALL BE REQUIRED PRIOR TO APPROVAL. ALL TESTING SHALL BE PERFORMED IN THE PRESENCE OF THE MECHANICAL INSPECTOR AND THE PERMIT HOLDER SHALL BEAR ALL COSTS NECESSARY TO PERFORM THE TESTING.

THE APPLICANT DOES AGREE TO SCHEDULE AND PERFORM ALL NECESSARY TESTING OF THE MECHANICAL SYSTEMS OR COMPONENTS IN THE PRESENCE OF THE MECHANICAL INSPECTOR.

THE CITY OF ROYAL OAK WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP OR POLITICAL BELIEFS.

EFFECTIVE 6-16-09