



MECHANICAL PERMIT APPLICATION

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Washtenaw County Building Inspection
 705 N. Zeeb Rd., P.O. Box 8645, Ann Arbor, MI 48107-8645
 Phone: 734-222-3900 Fax: 734-222-3930
 Inspections [IVR]: (866) 458-7358: automated system 24 hours/day
www.washtenaw.org/building

Authority: 1972 PA230, as amended
Completion: Mandatory to obtain permit
Penalty: Application must be completed and signed or permit will not be issued

I. Job Location			
Site Street Address	Lot Number	Township/Village/City	Parcel ID
Directions to Site			
Name of Property Owner	Phone	Email	
Mailing Address	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		
City/Village	Zip Code	Building Permit Number	

II. Contractor/Homeowner Information (permit holder)			
<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name of Mechanical Contractor or Homeowner	License Number	Expiration Date
Street Address	Federal Employer ID Number <small>(or reason for exemption)</small>	Unemployment Agency Number <small>(or reason for exemption)</small>	
City/Village	Zip Code	Workers Compensation Insurance Carrier <small>(or reason for exemption)</small>	
Email	Phone	Fax	

III. Type of Job			
<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

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 less than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00
If the work being performed is described above, check 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.
<input type="checkbox"/> Plans not required

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 Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by a Washtenaw County electrical inspector. I will cooperate with the electrical inspector and assume the responsibility to arrange for required inspections.

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 residential structure. Violators of section 23a are subjected to civil fines.	
Signature of Licensee or Homeowner (Homeowner's signature indicates compliance with Section V Homeowner Affidavit)	Date
Printed Name	

Complete Application on Back Side

VII. Fee Clarifications

ITEM #2 RESIDENTIAL HEATING SYSTEM:

This item is used for the installation of a heating system in a new residential structure. Items #9; 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.

ITEM #13 & #14 TANKS:

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

Description of work to be performed

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

	FEE	QTY	TOTAL
1. Application Fee (non-refundable)	\$30.00	1	\$30.00
2. Residential Heating System (includes duct & pipe) -New Buildings Only (see Section VII)	53.00		
3. Gas/Oil Burning Equipment (Furnace) -New and/or Conversion Units	30.00		
4. Residential Boiler (see Section VII)	30.00		
5. Water Heater	27.00		
6. Solid Fuel Equipment (includes chimney)	32.00		
7. Gas burning fireplace (includes chimney)	32.00		
8. Chimney, Factory built (installed separately)	48.00		
9. Gas Piping; each opening -New installation (Residential)	6.00		
10. Pressure Test (required for natural and LP)	32.00		
11. Air Conditioning (includes split system)	30.00		
12. Fans; Bath & Kitchen exhaust	21.00		
13. Tanks - LP requires pressure test listed under #10 (see Section VII) -Above ground	25.00		
14. Tanks - LP requires pressure test listed under #10 (see Section VII) -Underground	25.00		
15. Heat pumps	32.00		
16. Humidifier / Air Cleaner	6.00		
17. Piping -Minimum \$25.00	.05 / ft.		
18. Process piping -Minimum \$25.00	.05 / ft.		
19. Duct -Minimum \$25.00	.10 / ft.		

	FEE	QTY	TOTAL
20. Air Handlers Under 10,000 CFM	20.00		
21. Air Handlers Over 10,000 CFM	60.00		
22. Commercial Hoods	32.00		
23. Heat Recovery Unit	11.00		
24. V.A.V. Boxes	11.00		
25. Unit Ventilators	11.00		
26. Unit Heaters (Terminal Units)	32.00		
27. Fire Suppression / Protection -Minimum \$45.00	.75 per head		
28. Evaporator Coils	32.00		
29. Refrigeration (Split System)	32.00		
30. Chiller	32.00		
31. Cooling Towers	32.00		
32. Compressor	32.00		
33. Mobile Home Park - Each Site	15.00		
34. Special Safety Inspection	50.00		
35. Additional Inspection	50.00		
36. Final Inspection	50.00	1	\$50.00
37. License Registration (per cycle)	15.00		
TOTAL FEES (Permit cost start at \$80 and include 2 inspections)	\$		

Make checks payable to:
“WASHTENAW COUNTY BUILDING INSPECTION”

FAILURE TO POST PERMIT OR PERMIT NUMBER VISIBLE FROM STREET WILL RESULT IN \$50.00 REINSPECTION FEE

IX. Instructions for Completing Application

GENERAL: Mechanical work shall not be started until the application for permit has been filed with Washtenaw County Building Inspection. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected and approved.** The inspection telephone number will be provided on the permit form. When ready for inspection, call Washtenaw County Building Inspection providing as much advance notice as possible. The inspection department will need the **job address** 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 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.**

Online Permit Information: <https://permits.ewashtenaw.org/>

Access to permitting software for convenient lookup of permit activity and inspection results