



**MECHANICAL PERMIT APPLICATION**  
**CITY OF SWARTZ CREEK BUILDING DEPARTMENT**  
*(An Equal Opportunity Employer)*  
**8083 Civic Dr. Swartz Creek, MI 48473**  
 Phone: (810) 635-4464 Fax: (810) 635-2887

**APPLICANT IS:**                      **CONTRACTOR** \_\_\_\_\_                      **HOMEOWNER** \_\_\_\_\_

I. JOB LOCATION			
JOB LOCATION (STREET NO. AND NAME)	CITY	SUBDIVISION	LOT NO.
OWNER'S NAME	<b>SWARTZ CREEK</b>	<b>COUNTY: GENESEE</b>	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?      YES                      NO

II. CONTRACTOR/HOMEOWNER INFORMATION:			
NAME		AUTHORITY: P.A.230 OF 1972, AS AMENDED	
ADDRESS (STREET NO. AND NAME)		COMPLETION: MANDATORY TO OBTAIN PERMIT	
CITY		STATE	ZIP CODE
SOCIAL SECURITY NUMBER or FEDERAL ID NO. (OR REASON FOR EXEMPTION)		TELEPHONE NUMBER	Driver's License No.                      Date of Birth
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		POLICY NO. AND EXPIRATION DATE	MESC EMPLYR NO. (OR REASON FOR EXEMPTION)

III. TYPE OF JOB			
<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Insp	<input type="checkbox"/> Premanufact Home Set (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> L P Tank	<input type="checkbox"/> State Owned
		<input type="checkbox"/> Manufactured Home Set (HUD Mobile Home)	<input type="checkbox"/> School
What is the input rating of the heating system in the building? _____	What is the building size in square feet? _____	Air Conditioning?      Yes _____ No _____	Have plans been submitted?      Yes _____ No _____ Not Required _____

**IV. PLAN REVIEW REQUIRED**

**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.

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 having HVAC equipment only, with one fire area and not more than 3,500 sf
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.

**Plans must be submitted, reviewed and approved before a permit can be issued.**

V. 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 subjected to civil fines.
X _____ DATE _____

**Email Address for Inspection Updates:** \_\_\_\_\_

SIGNATURE OF LICENSEE OR HOMEOWNER (HOMEOWNER SIGNATURE INDICATES COMPLIANCE WITH SECTION VI. HOMEOWNER AFFIDAVIT)

**VI. 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 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 necessary inspections.

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**\*\*\*COPIES OF DRIVER'S LICENSE & STATE ISSUED LICENSE MUST BE SUBMITTED WITH EACH APPLICATION\*\*\***

### VII. FEE CLARIFICATIONS

**ITEM #2, RESIDENTIAL HEATING & COOLING SYSTEM:** If Item #2 is selected, #1, #42, and #43 are required. NO OTHER ITEMS need to be selected. Please provide any required detail

<b>NEW PERMIT: COMPLETE DESCRIPTION OF WORK TO BE COMPLETED UNDER THIS PERMIT</b>	<b>TO ADD TO EXISTING PERMIT (ADDT'L INSP FEE MAY BE REQUIRED)</b>
	<b>EXISTING PERMIT #</b>
	<b>COMPLETE DESCRIPTION OF ADDITIONAL WORK</b>

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

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$ 65.00	1	\$ 65.00	22. Conversion Burners (oil)	\$ 30.00		
2. New Res Htg & Clg Sys (incl duct/pipe) to 1,500 sf	\$ 80.00			23. Commercial Hoods	\$ 15.00		
New Res Htg & Clg Sys ( " " )-1,501-3,500 sf	\$ 130.00			24. Heat Recovery Units	\$ 10.00		
New Res Htg & Clg Sys ( " " ) 3,501-7,000 sf	\$ 180.00			25. V.A.V. Boxes	\$ 10.00		
3. Gas/Oil Burning Eq - New/Conv Un < 400,000 In	\$ 30.00			26. Unit Ventilators	\$ 10.00		
Gas/Oil Burning Eq - New/Conv Un > 400,000 In	\$ 40.00			27. Unit Heaters (Terminal Units)	\$ 15.00		
4. Residential Boiler	\$ 30.00			28. Fire Suppression/Protection - minimum \$20.00	\$0.75 per head		
5. Water Heater	\$ 5.00			29. Evaporator Coils	\$ 30.00		
6. Flue/Vent Damper	\$ 5.00			30. Refrigeration (Split Systems)	\$ 30.00		
7. Solid Fuel Equipment (includes chimney)	\$ 30.00			31. Chiller	\$ 30.00		
8. Gas Burning Fireplace	\$ 30.00			32. Cooling Towers	\$ 30.00		
9. Chimney, Factory build - installed separately	\$ 25.00			33. Compressor	\$ 30.00		
10. Solar; set of 3 panels (includes piping)	\$ 20.00			34. Manufactured Chimney	\$ 25.00		
11. Gas Piping; each opening - new installation	\$ 5.00			35. Exhaust Fans	\$ 20.00		
12. A/C (includes split systems) 1 1/2 - 15 H.P.	\$ 30.00			36. Multi Zone Self Contained Units	\$ 25.00		
A/C (includes split systems) Over 15 H.P.	\$ 50.00			37. Through the Wall Units	\$ 25.00		
13. Heat Pumps: Complete Residential	\$ 30.00			38. Ranges (gas)	\$ 20.00		
14. Bath & Kitchen Exhaust	\$ 5.00			39. Limited Area Suppression (per head)	\$ 2.00		
15. Tanks - Aboveground	\$ 20.00			40. Fire Suppression Hood (per head)	\$ 4.00		
16. Tanks - Underground	\$ 20.00			41. Special/Safety Insp. (includes Cert Fee)	\$ 65.00		
17. Humidifiers	\$ 5.00			42. Additional Required Inspection (Rough, UG, etc)	\$65.00 each		
18. Piping - minimum \$25.00	.05/ft.			43. Final Inspection	\$ 65.00	1	\$ 65.00
19. Duct - minimum \$25.00	.10/ft.			44. Certification Fee	\$ 25.00		
20. Heat Pumps: Commercial (pipe not included)	\$ 20.00			45. Plan Review	\$ 75.00/hr		
21. Air Handlers/Heat Wheels	\$ 25.00						

<b>REQUIRED INSPECTIONS:</b> <input type="checkbox"/> Underground <input type="checkbox"/> Pressure <input type="checkbox"/> Rough <input type="checkbox"/> Above Ceiling <input type="checkbox"/> Final <input type="checkbox"/> Other:	<b>TOTAL FEES</b>			
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### IX. COMPLETING APPLICATION

<b>GENERAL:</b> Mechanical work shall not be started until the application for permit has been filed. All installations shall conform with the Mechanical Code. <b>No work shall be concealed until it has been inspected.</b> When ready for an inspection, at least 1 day's notice is required. Permit number and address required.	<b>PERMIT EXPIRATION:</b> A permit remains valid provided work is progressing & inspections are requested & conducted. A permit shall become invalid if the authorized work is not commenced within 6 months after issuance or if work is suspended or abandoned for a period of six months after the time of commencement. A permit will be cancelled when no inspections are requested/conducted within six months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.	The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.
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Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_