



**YPSILANTI  
TOWNSHIP**  
— BUILDING DEPARTMENT —

## MECHANICAL PERMIT APPLICATION

### SECTION A: JOBSITE INFORMATION

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

☐ RESIDENTIAL ☐ COMMERCIAL ☐ NEW ☐ SERVICE ONLY ☐ ALTERATION ☐ OTHER \_\_\_\_\_

HAS A BUILDING PERMIT BEEN PULLED FOR THIS ADDRESS? ☐ YES ☐ NO **IF YES**, PERMIT #: \_\_\_\_\_

### SECTION B: CONTRACTOR / HOMEOWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ FEDERAL ID # \_\_\_\_\_

WORKER'S COMP INS CARRIER \_\_\_\_\_ MESC EMP # \_\_\_\_\_

FEDERAL ID # \_\_\_\_\_ MASTER LICENSE # \_\_\_\_\_

### SECTION C: **MANDATORY:** DETAILED DESCRIPTION OF WORK TO BE PERFORMED UNDER THIS PERMIT

- DESCRIBE THE WORK IN DETAIL TO BE PERFORMED UNDER THIS PERMIT

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**SECTION D: FEE CHART** (Enter the number of items being installed, multiply by the unit price for the total fee. MINIMUM FEE IS \$50)

ITEM DESCRIPTION	FEE	# ITEMS	TOTAL	ITEM DESCRIPTION	FEE	# ITEMS	TOTAL
Appurtenances – Humidifiers, Air Cleaners with Furnace	\$13			Duct Smoke Detectors			
- Without Furnace	\$25			- First 5 Detectors or Less (each unit)	\$20		
Make-Air Unit / Air Handlers	\$40			- Each Additional Detector <b>after 5</b>	\$7		
Boiler (Res-see gas fired equipment)				Exhaust Fans – Residential Kitchen / Bath (etc) Fans	\$20		
Chimney, Factory Built / Liner	\$30			Commercial Bath Fans	\$20		
- Installed with New Furnace	\$15			Fuel-Oil Fired Equipment (burners, tanks & solid fuel appliances) Room Heaters (stoves, portable & wood burning fireplace)	\$40		
- Each add'l at same occupancy	\$12						
Commercial Kitchen hoods, dip tanks, spray booths, ind. Furn. Each system	\$50						
Commercial hood plan review (Complete Fire Suppression Permit)				-All other under 5 GPH	\$35		
				-All other over 5 GPH	\$50		
Compressor (see Refrigeration)				-Alterations to existing	\$30		
Dampers-Automatic & Fixed vent dampers w/Furnace	\$20			Gas Fired Appliance - Burners	<b>MAKE:</b>		
				Model #:	<b>BTU:</b>		
Dampers ONLY	\$30			Less than 75,000 BTU	\$50		
Dampers Fire / Smoke(Commercial) First 5 Units – Each Unit	\$10			75,001 to 5000,000 BTU	\$60		
				Over 5000,000 BTU	\$70		
- Each additional unit (same location)	\$4			- (call if over 5 units at same location)	<b>CALL</b>		
Duct / pipe alteration – comm minor	\$50			Gas Piping – Residential	<b>\$30</b>		
- Complete – Commercial	\$75			- Commercial Under 2" each 60'	<b>\$40</b>		
- VAV boxes each	\$20			- Commercial Over 2" each 60'	<b>\$60</b>		
Duct / pipe alteration (Residential)	\$25			- Pressure Test – Residential	<b>\$30</b>		
Complete residential and / or over 2 branch ducts or registers	\$50			- Pressure Test – Commercial (each)	<b>\$30</b>		
				- Not Ready / Disapproved (residential/commercial)	<b>\$30</b>		
Generator	\$35			Re-Inspection	<b>\$50</b>		
Refrigeration Installation	<b>MAKE:</b>			Renewal or Transfer	<b>\$50</b>		
- Model #:	<b>H/P:</b>			Water Heater – Replacement ONLY	<b>\$30</b>		
- Remote systems activated by motors of 5 hp or less	\$30			GENERAL REPAIRS	<b>\$40</b>		
- Systems activated by motors or engines over 5 hp to 30 hp	\$60			Extra Rough Inspection (each)	<b>\$40</b>		
- OVER 30 hp	\$120			Special Inspections, Geo Thermal Systems or Mini Splits	<b>\$50</b>		
<b>TOTALS:</b>							
<b>ADMINISTRATION FEE:</b>					<b>\$25</b>		
<b>LICENSE REGISTRATION FEE:</b>					<b>\$15</b>		
<b>GRAND TOTAL DUE:</b>							

**\*THE FEE WILL EQUAL THE TOTAL OF ALL ITEMS OR \$50, WHICHEVER IS GRATER – NOT INCLUDING THE ADMINISTRATION FEE**

The Office of Community Standards will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

## SECTION E: PLAN REVIEW

Plans are **NOT** required for the following:

1. One- and two-family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Work completed by a governmental subdivision or state agency costing less than \$15,000.

Plans **MUST** be submitted 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.

**\*PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED**

Have plans been submitted? ☐ YES ☐ NO ☐ NOT REQUIRED

## SECTION F: 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.



\_\_\_\_\_  
SIGNATURE OF LICENSEE OR HOMEOWNER



\_\_\_\_\_  
PLEASE PRINT NAME LEGIBLY

## SECTION F: HOMEOWNER AFFIDAVIT

I hereby certify the work described on this permit application shall be installed by myself, in my own home, which I am living in or am about to occupy. All work shall be installed in accordance with the Michigan Building Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Building Inspector. **I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections and also understand that performing construction activities in contradiction to the application language is a violation of STATE law - Public Act 299; Article 24, section 339.2403.**



\_\_\_\_\_  
SIGNATURE OF HOMEOWNER



\_\_\_\_\_  
PLEASE PRINT NAME LEGIBLY

GENERAL: Work shall not be started until issuance of permit. All installations shall be in conformance with the Michigan Code. No work shall be concealed until it has been inspected. When ready for inspection, call the building department at (734) 544.4000 x 1. A minimum of one business day advance notice is required. **The clerk will need the JOB LOCATION AND PERMIT NUMBER.**

Expiration of Permit: A permit remains valid as long as work progresses 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 CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS MAY NOT HAVE A 60% REFUND IF INSPECTIONS / SITE VISITS HAVE BEEN MADE OR SIX MONTHS TIME HAS ELAPSED SINCE PERMIT ISSUANCE. PLAN REVIEW FEES ARE **NOT** REFUNDABLE. RENEWALS OR EXTENSION APPLICATIONS SHALL BE IN WRITING BEFORE THE EXPIRATION DATE HAS OCCURED. A \$50 FEE SHALL BE CHARGED FOR RENEWALS.