

DELHI CHARTER TOWNSHIP  
2074 AURELIUS ROAD, HOLT, MI 48842  
**MECHANICAL PERMIT APPLICATION**

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**JOB LOCATION**

Street Address	Applicant: (check one) <input type="checkbox"/> HOMEOWNER/OCCUPANT <input type="checkbox"/> LICENSED CONTRACTOR	
Property Owner / Builder	Address	Phone Number

**CONTRACTOR/ INFORMATION**

Name			Contractor License	Exp. Date
Address (Street)			City	State   Zip
Phone Number	Fax Number	Cell Number	Federal Employer ID Number	
Workers Compensation Carrier (Or Reason for Exemption)			MESC Number	

**TYPE OF JOB / WORK DESCRIPTION**

<u>Category (Circle One)</u>	<u>Work Type (Check Box)</u>	<u>Work Description</u>
Residential	<input type="checkbox"/> New	_____
Commercial	<input type="checkbox"/> Alteration	_____
	<input type="checkbox"/> Addition	_____
	<input type="checkbox"/> Repair / Replace	_____
Industrial	<input type="checkbox"/> Mobile Home Installation	_____

**PLAN REVIEW REQUIRED**

Have plans been submitted? (See below for plan review requirements before completing this section)    YES    NO    NOT REQUIRED

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

1. One and Two family dwelling 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. Assembly, business, Mercantile, and Storage buildings having HVAC equipment only, with one fire area and not more than 3,500 sq. ft.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, answer above question "Not required"

**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 Act No. 299 of the a 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.**

**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. **(Homeowner signature indicates compliance with following Homeowner Affidavit)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**HOMEOWNER AFFIDAVIT**

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy. All work shall be installed in accordance with the State Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Local Mechanical Inspector. I will cooperate with the Local Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**ALL APPLICANTS MUST COMPLETE THE BACK SIDE OF THE FORM**

For Office Use Only:

# M

TOTAL PAID: \_\_\_\_\_

Receipt # \_\_\_\_\_ Date Received: \_\_\_\_\_

Property ID # 33-25-05-       -       -

**\*\*\*ALL APPLICANTS MUST COMPLETE THE WORK ITEMIZATION CHART\*\*\***

RESIDENTIAL/COMMERCIAL ITEMIZATION			
ITEM DESCRIPTION	NO.	RATE	FEE
Base Fee Includes One Inspection	1	70.00	70.00
Additional /Re-Inspections		70.00EA	
Equipment Regulated by Code, Not Itemized on Form		40.00 EA	
Class A Chimney, Type B Vent, Liner		14.00 EA	
Fire Suppression System		40.00 Min. 1.00/Head	
Hydronic/Process Piping		36.00 Min .07/Foot	
Gas Piping, Each Opening		7.00 EA	
Dryer Exhaust Ducts , Bathroom/Residential Kitchen Exhaust Fans, Ducts		7.00 EA	
LP Gas And Fuel Oil Piping – Tank To Structure		26.00 EA	
Commercial Refrigeration Systems		40.00 EA	
Type I Kitchen Hood And Exhaust System		50.00 EA	
Type II Hood And Exhaust System		40.00 EA	
Duct system only		35.00 EA	
Furnace/Unit Heater		40.00 EA	
Furnace Duct System, venting (new)		70.00 EA	

Energy/Heat Recovery Units		10.00 EA	
Unit Ventilator/PTAC Unit		18.00 EA	
Re Heat Coil, VAV Box, Zone Damper		10.00 EA	
Fire/Fire Smoke Damper		10.00 EA	
Central Air / Heat Pump / Air Handler		25.00 EA	
Humidifier/Air Cleaner		7.00 EA	
Gas/Wood Burning Fireplace		40.00	
Water Heater		7.00	
Manufactured Home In Park – <b>FLAT FEE</b>		70.00 EA	
Safety/Investigation Inspection		70.00	
Mechanical Plan Review Fee (If paid separate from a building project)		150.00	

**Calculated Fee Total:        \$ \_\_\_\_\_**

Please make checks payable to "Delhi Charter Township"

**GENERAL INSTRUCTIONS**

MECHANICAL WORK SHALL NOT BE STARTED UNTIL THE PERMIT IS ISSUED. WORK SHALL NOT BE CONSCEALED UNTIL IT HAS BEEN INSPECTED. **TO SCHEDULE AN INSPECTION, CALL (517) 694-8281.**

PERMIT IS VALID AS LONG AS THE WORK IS IN PROGRESS AND INSPECTIONS ARE CONDUCTED. A PERMIT WILL EXPIRE WHEN WORK IS NOT STARTED WITHIN SIX MONTHS, OR WHEN INSPECTIONS ARE NOT CALLED FOR AND COMPLETED WITHIN SIX MONTHS OF THE PREVIOUS INSPECTION. AN EXPIRED PERMIT CANNOT BE REFUNDED OR REINSTATED.

APPLICATIONS SHOULD BE SUBMITTED TO: DELHI CHARTER TOWNSHIP BUILDING DEPARTMENT; 2074 AURELIUS RD, HOLT MI 48842. QUESTIONS REGARDING STATE CODE OR PERMIT STATUS MAY BE DIRECTED TO THE TOWNSHIP BUILDING DEPARTMENT AT (517) 694-8281 ext. 1, MONDAY – FRIDAY 8:00 a.m. – 5:00 p.m.