



Grand Haven Department of Public Safety
Building and Code Division
525 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 842-3460 Website: www.grandhaven.org



Mechanical Permit Application

I. Application Information / Job Location			
Name of Owner/Agent		Home Phone	Cell
Address	City	State	Zip
Job Location (if different than above)		Owner Email	
II. Contractor/Licensee Information			
Company Name		Company Address	
Business Phone	Cell Phone	Fax	
Email	Licensee Name	Date of Birth	
Driver's License #	State Contractor's License #	Expiration Date	
Federal ID # (or reason for exemption)	Workers Comp (or reason for exemption)	UIA Employee # (or reason for exemption)	
III. Project Description			
☐ Single Home ☐ Multi-Family ☐ Mobile/Pre-Manufactured Home ☐ Commercial ☐ Industrial ☐ Other _____	Detailed Description of Work, including screening detail for zoning compliance (Required) _____ _____		
IV. Plan Review Requirement			
Plans and specifications must be submitted for mechanical work 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 square ft. 4. Work completed by a governmental subdivision or state agency costing less than \$15,000. 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.			
What is the input rating of the heating system in the building		Indicate the size of the building in square feet	
Indicate if plans are being submitted along with this application NOTE: Plans must be submitted before permit is issued ☐ Yes ☐ No ☐ Not Required ☐ Submitted with building permit application			
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 subject to civil fines.			
Signature of Licensee or Homeowner (By signing, homeowner indicates compliance with Homeowner Affidavit)			Date
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 Michigan 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.			

Complete Application on Back Side

VII. Project Fee Items (Enter the quantity of items being installed, repaired or altered below)							
Item Description	Fee	# Item	Total	Item Description	Fee	# Item	Total
Application Fee Required (non-refundable)				Chiller (each)			
Gas Pressure Inspection				Cooling Towers (each)			
Rough-In Inspection				Compressor, 15 HP – 50 HP (each)			
Final Inspection				Over 50 HP (each)			
Fire Suppression Inspection*				Rooftop Heating and A/C combination			
Residential System (includes ducts or hot water piping)							
Duct system/Hydronic Piping (per zone, specify if underground)							
Gas/Oil Burning Equipment new and/or conversion units (each)				Air Handlers – Vent & Exhaust Fans			
Water Heater (each)				Under 1,500 CFM (each)			
Manufactured Fireplace (Chimney, Wood Stoves, Fireplaces) (each)				1,500 to 10,000 CFM (each)			
Chimney, factory built				Over 10,000 CFM (each)			
Solar Equipment Systems (each panel, piping fee included) and tank				Commercial Hoods			
Gas piping (per outlet)				Heat Recovery Units or Thru-The-Wall Coil Vents (each)			
Exhaust Fan/Power Exhaust (each)				Unit Ventilators (each)			
Flue Damper/Vent Pipe (each)				Unit Heaters (each)			
LPG & Fuel Oil Tanks – above ground				Fire Suppression/Protection			
LPG & Fuel Oil Tanks – underground				Sprinkler Head (each) – min \$20			
Heat Pumps – Residential				Duct (per foot) – min \$25			
Heat Pumps – Commercial (pipe not included)				Piping (includes process piping, per foot) – min \$25			
A/C & Refrigeration Heat Pumps (self-contained) (each)				Hydronic piping (per foot) – min \$25 to max \$1,000			
Evaporator Coils				Incinerator (each)			
Refrigeration (Split System) - under 5 HP				Crematories (each)			
Split System - 5 HP and over				Humidifiers (each)			
				Boiler			
				Other (each)			
				Mobile Home Unit (each)			
				Plan Review - Hourly Rate			
				Starting Work w/o Permit			
				TOTAL	\$		

***Fire Suppression Inspection requires a Fire Inspector AND Mechanical Inspector fee.**

VIII. Notice to Applicant
GENERAL: Mechanical work shall not be undertaken until a mechanical permit is issued. All installations shall be in conformance with the Mechanical Code. No work shall be concealed until it has been inspected and approved.
EXPIRATION OF PERMIT: A permit shall become invalid if the authorized work is not commenced within 180 days 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 180 days of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.
SCHEDULING INSPECTIONS: Applicant is responsible for arranging all required inspection until the permit is finalized. Call at least 24 hours in advance to schedule an inspection and include job location and permit number.

Inspector's Signature

Date

Zoning Administrator's Signature

Date