



# City of New Buffalo, Michigan

224 WEST BUFFALO STREET • NEW BUFFALO, MICHIGAN 49117

269-469-1500 • FAX 269-469-7917

## MECHANICAL PERMIT APPLICATION

AUTHORITY: ACT 230, PA 1972, as Amended  
COMPLETION: Installation Shall Not Be Started  
Until Application is Filed  
PENALTY: Written Order To Stop Construction

Date of Application
State Owned: <input type="checkbox"/> YES <input type="checkbox"/> No

### I. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		
Street Address & Job Location (Street No. and Name)	City/Village	Township	County

### II. CONTRACTOR/HOMEOWNER INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner Name (Check Appropriate Box)	License Number	Expiration Date
Address (Street No. and Name)	City	State
Telephone Number ( )	Social Security Number	Federal Employer ID Number (or reason for exemption)
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)	

### III. TYPE OF JOB

Single Family <input type="checkbox"/> 1. New <input type="checkbox"/> 2. Remodel	<input type="checkbox"/> 5. Special Inspection
Other <input type="checkbox"/> 3. New <input type="checkbox"/> 4. Remodel	<input type="checkbox"/> 6. Mobile Home Setup
	<input type="checkbox"/> 7. Modular Home Setup

### IV. PLAN REVIEW REQUIRED

A plan review may be required before work is started, on any building other than a single family dwelling. A Plan review is required on a single family dwelling with 375,000 BTUs or more of heating. See below for details. **Have plans been submitted for plan review?**

YES  NO  NOT REQUIRED

### V. APPLICANT SIGNATURE

**Section 23a of the State Construction Act of 1972, Act. No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 of Homeowner (Homeowner must also sign affidavit below)

### 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 State 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.

Signature of homeowner

**COMPLETE APPLICATION ON SECOND PAGE**

### VII. PLAN REVIEW REQUIREMENTS

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work 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. **A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

- Exception 1: Alterations and repair work determined by the mechanical official to be of a minor nature.
- Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00
- Exception 3: A building of use group R-2, R-3 or R-4 containing less than 375,000 btu.
- Exception 4: A building of use group B, M or S-2 having HVAC equipment only, with one fire area and not more than 3,500 square feet.

### VIII. FEE CLARIFICATIONS

ITEM #2, RESIDENTIAL HEATING SYSTEM:  
This item is used for the installation of a heating system in a new residential structure. Items #10; Gas Piping and #18; Duct, **SHOULD NOT BE** charged. Replacement systems should be itemized.

**VALIDATION AREA-OFFICE USE ONLY**

# MECHANICAL PERMIT APPLICATION

IX. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	\$30.00	<b>1</b>	<b>\$30.00</b>
2. Residential Heating System (includes duct & pipe)	\$50.00		
3. Gas/Oil Burning Equipment - New and/or Conversion Units	\$30.00		
4. Residential Boiler	\$30.00		
5. Water Heater	\$5.00		
6. Flue/Vent Damper	\$5.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00		
8. Chimney, Factory built - installed separately	\$25.00		
9. Solar; set of 3 panels (includes piping)	\$20.00		
10. Gas Piping; each opening - new installation	\$5.00		
11. Residential A/C	\$30.00		
12. Heat Pumps; Complete Residential	\$30.00		
13. Bath & Kitchen exhaust Tanks - 14. Aboveground	\$20.00		
- 15. Underground	\$25.00		
16. Humidifiers	\$10.00		
17. Piping - minimum \$25.00	\$.05 / ft.		
18. Duct - minimum \$25.00	\$.10 / ft.		

	FEE	# ITEMS	TOTAL
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/Heat Wheels			
20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V.A.V. Boxes	\$10.00		
25. Unit Ventilators	\$10.00		
26. Unit Heaters (Terminal Units)	\$15.00		
27. Fire Suppression/Protection - minimum \$20.00	\$ .75 per head		
28. Evaporator Coils	\$30.00		
29. Refrigeration (Split System)	\$30.00		
30. Chiller	\$30.00		
31. Cooling Towers	\$30.00		
32. Compressor	\$30.00		
33. Special/Safety Insp. (Includes cert. fee)	\$45.00		
34. Additional Inspection	\$30.00		
35. Final Inspection	\$30.00		
36. Certification Fee	\$10.00		

**TOTAL FEES**

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## X. INSTRUCTIONS FOR COMPLETING APPLICATION

<p>GENERAL: Mechanical work shall not be started until the application for permit has been filed with the City of New Buffalo Building Department. All installations shall be in conformance with the State Mechanical Code. <b>No work shall be concealed until it has been inspected.</b></p> <p>The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the <b>location</b> and <b>permit number</b>.</p>
<p>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. <b>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 REINSTATED.</b></p>