

**MECHANICAL PERMIT APPLICATION**

Revised 2014

**THETFORD TOWNSHIP**  
**4014 E VIENNA ROAD**  
**CLIO, MI 48420**  
**PH: 810-686-7676 / FAX: 810-686-8856**

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
 COMPLETION: MANDATORY TO OBTAIN PERMIT  
 PENALTY: PERMIT CANNOT BE ISSUED

**MAKE CHECKS PAYABLE AND MAIL TO VIENNA TOWNSHIP 3400 W VIENNA RD CLIO MI 48420**

**I. JOB LOCATION**

OWNERS NAME		Owners Telephone Number		
STREET ADDRESS & JOB LOCATION (STREET NO. & NAME)		CITY	TOWNSHIP	COUNTY

**II. CONTRACTOR / HOMEOWNER INFORMATION**

<input type="checkbox"/> CONTRACTOR	NAME	LICENSE NUMBER	EXPIRATION DATE
<input type="checkbox"/> HOMEOWNER			
ADDRESS (STREET NO. & NAME)		CITY	STATE
			ZIP
TELEPHONE NO. ( )	Cell 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**

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> NEW	<input type="checkbox"/> LP TANK	<input type="checkbox"/> PREMANUFACTURED HOME SETUP (STATE APPROVED)	<input type="checkbox"/> STATE OWNED
<input type="checkbox"/> OTHER	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> MANUFACTURED HOME SETUP (HUD MOBILE HOME)	<input type="checkbox"/> SCHOOL

**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.

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

HAVE PLANS BEEN SUBMITTED?  yes  no  Not Required

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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 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. Business, Mercantile and Storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision of State agency costing less than \$15,000.00

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

**V. CONTRACTOR SIGNATURE**

Section 23a of the State construction code act of 1972, 1972 PA 230, MCL 125.1523AA, 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. Violations of Section 23a are subject to civil fines.

Signature of Licensee <b>X</b>	DATE
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**VI. HOMEOWNER AFFIDAVIT AND SIGNATURE**

I hereby certify the mechanical work described on this permit application is being installed by myself in my own home 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.

Homeowners Signature  
**X**

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**FEE CHART**  
**ONE INSPECTION FEE IS REQUIRED ON ALL APPLICATIONS**

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
<b>Residential Home flat rate includes application fee and inspections</b>	<b>\$200</b>			Commercial Hoods	<b>\$10</b>		
Application Fee	<b>\$50</b>			Heat recovery units	<b>\$10</b>		
Gas/oil burning equip. New and/or conversion units under 400,000 BTU's	<b>\$30</b>			V.A.V. Boxes	<b>\$10</b>		
Over 400,000 BTU's	<b>\$45</b>			Unit ventilators	<b>\$10</b>		
Residential boiler	<b>\$30</b>			Unit heaters	<b>\$25</b>		
Water heater	<b>\$25</b>			Fire suppression systems (\$20.00 plus per head)	<b>\$1 per head</b>		
Flue/Vent damper	<b>\$7</b>			Evaporator Coils	<b>\$30</b>		
Solid fuel equipment	<b>\$25</b>			Refrigeration (split system)	<b>\$30</b>		
Chimney, factory built	<b>\$25</b>			Chiller	<b>\$30</b>		
Solar, set of 3	<b>\$20</b>			Cooling towers	<b>\$30</b>		
Gas piping, each opening	<b>\$5</b>			Compressor	<b>\$40</b>		
Gas burning fireplace	<b>\$25</b>			Special safety inspection	<b>\$50</b>		
Duct work only (\$25 min.)	<b>\$25</b>			Piping systems - min 25.00	<b>\$.05/ft</b>		
Air conditioning	<b>\$30</b>			LPG or Fuel Oil tanks	<b>\$35</b>		
Heat pumps	<b>\$30</b>			Mobile Home Hook-up	<b>\$6</b>		
Under & above ground tanks	<b>\$20</b>			Commercial Roof Top	<b>\$60</b>		
Humidifiers	<b>\$10</b>			Each Inspection	<b>\$45</b>		
Kitchen & bath exhaust	<b>\$10</b>			Modular Home	<b>\$50</b>		
Dryer vent	<b>\$10</b>						
Exhaust fans	<b>\$20</b>						
Air handlers (over 10,000 cfm)	<b>\$15</b>						
Air handlers over 10,000 cfm	<b>\$30</b>						

**TOTAL FEES:**

**AMOUNT PAID**

**BALANCE DUE**

**Residential heating systems include 3 inspections. Additional or re-inspections are \$45 each.**

**INSTRUCTIONS FOR COMPLETING APPLICATION**

GENERAL: Mechanical work shall not be started until the application for permit has been filed. All installations shall be in conformance with the Mechanical Code. No work shall be concealed until it has been inspected.

When ready for an inspection, call the Township providing as much advance notice as possible. The Township will need the job location and permit number. When a permit is issued, the permit number will be prefixed by an PM (mechanical permit).

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. 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 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.