City of Marshall
MECHANICAL PERMIT APPLICATION

323 W. Michigan Ave.
Marshall, Michigan 49068
Telephone (269) 781-3985 Fax (269) 789-4628

CMM-2007

MEMBER ICC INTERNATIONAL CODE COUNCIL®

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

1. Job Location

Permit Number:

Name of Owner/Agent	Has a building permit been obtained for this project (circle one)? Yes No Not Required
Street Address & Job Location (Street No. and Name)	

2. Contractor/Homeowner Information (If a Contractor is doing the work they must fill out)

Name of Owner or Company			Expiration Date
Address (Street No. and Name)	City		Zip Code
Phone number with Area Code	Driver License #		
Workers Compensation Insurance Carrier (or reason for exemption)			
Cell Phone Number	Fax Phone number	Email Address	

3. Type of Job

Single Family	New	Special inspection	Premanufactured Home Setup (State Approved)
Other	Alteration	LP Tank	Manufactured Home Setup (Hud Mobile Home)

4. 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 square footage? _____
What is the input rating of the heating system in this building?_____

Have plans been submitted Yes No Not Required

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant ot 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 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 feet.
4. Work completed by a governmental subdivision or state agency costing less than $15,000.00

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

5. Applicant Signature

Section 23a of the State Construction Code Act of 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 structure. Violators of Section 23a are subject to civil fines:

Signature of Licensee or Homeowner **(Homeowner's signature indicates compliance with Section 6 Homeowner Affidavit)**	Date

6. Homeowner Affidavit

I herby 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.

COMPLETE APPLICATION ON BACK SIDE

MECHANICAL FEES

FEE SCHEDULE	FEE	QTY	TOTAL
1. Administrative Fees	**$40.00**	**1**	**$40.00**
2. Final Inspection - New Buildings	$40.00		
3. Re-Inspection or Additional	$40.00		
4. Special Inspection/ Pre-Sale	$45.00		
5. AC Split System	$30.00		
6. Replacement of Conversion Units	$30.00		
7. Gas or Oil Burning Equipment	$30.00		
8. Residential Boiler	$30.00		
9. Heat Pumps: Residential	$30.00		
10. Evaporator Coils	$30.00		
11. Refrigeration (Split System)	$30.00		
12. Chillers	$30.00		
13. Cooling Towers	$30.00		
14. Compressor	$30.00		
15. Underground Inspection	$30.00		
16. Water Heater	$5.00		
17. Flue & Vent Damper	$5.00		
18. Gas Piping each appliance	$5.00		
19. Bath/Kitchen/ Laundry Exhaust	$5.00		
TOTAL COLUMN NO. 1			

FEE SCHEDULE CONTINUED	FEE	QTY	TOTAL
20. Gas Fireplace - includes chimney	$25.00		
21. Chimney Factory Built	$25.00		
22. Solar Panels set of 3 with piping	$20.00		
23. Tanks above ground	$20.00		
24. Tanks under ground	$25.00		
25. Heat Pumps Commercial piping not included	$20.00		
26. Piping (minimum $25.00)	.05 per. ft.		
27. Duct Work - Per System (Minimum $25.00)	.10 per. Ft.		
28. Air Handlers Under 10,000 CFM	$20.00		
29. Air Handlers Over 10,000 CFM	$60.00		
30. Humidifiers	$10.00		
31. Heat Recovery Units	$10.00		
32. V.A.V Boxes	$10.00		
33. Unit Ventilators	$10.00		
34.Certification Fee	$10.00		
35. Residential Heating System	$50.00		
36. Commercial Hoods	$15.00		
37. Unit Heaters (Terminal Units)	$15.00		
38. Fire Suppression/Protection - Minimum $20.00	.75 per head		
39. Registration	$10.00		
TOTAL COLUMN NO. 2			
TOTAL COLUMN NO. 1			
TOTAL PERMIT FEES			

MINIMUM PERMIT FEE IS $80.00
(see explanation below)

Permit Fee - Projects that require one inspection are $80.00 minimum, those that require two inspections are $120.00 minimun. Anytime an inspection is needed to see the installation of the materials prior to covering the work, two inspections are needed and therefore a minimum fee of $120.00 is required.

Clarification: Residential Heating System: item #35 is for the installation of a heating system in a new residential structure or building. Items #18 and #27 should not be charged. Replacement systems should be itemized.

NOTE: All work started without a permit will be charged $75.00. And removal of coverings

EXPIRATION OF A 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 commencing the work. **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 REFUNDED OR REINSTATED.**

CALL 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION - FAILURE TO DO SO MAY HOLD UP YOUR PROJECT

The City of Marshall will not discriminate against any individual or group because of race, sex, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.