



# City of Marshall MECHANICAL PERMIT APPLICATION

**Address:**  
323 W Michigan Ave, Marshall,  
Michigan 49068



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

<b>1. JOB LOCATION</b> 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)			
<b>2. APPLICANT INFORMATION</b> Name of Owner or Company			
Address (Street No. and Name)		City	State
Phone number with Area Code		Zip Code	
Email Address			
<b>ARCHITECT/ENGINEER/CONTRACTOR (if applicable)</b>			
Workers Compensation Insurance Carrier (or reason for exemption)		MI License #	Expiration Date
MESC Employer # (or reason for exemption)		Federal Employer ID (or reason for exemption)	
<b>3. WORK DESCRIPTION</b>			
<b>4. TYPE OF JOB</b>			
<input type="checkbox"/> Single Family <input type="checkbox"/> Premanufactured Home Setup (State Approved) <input type="checkbox"/> LP Tank			
<input type="checkbox"/> New <input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home) <input type="checkbox"/> Other _____			
<input type="checkbox"/> Alteration <input type="checkbox"/> Special Inspection			
<b>5. PLAN REVIEW (if applicable)</b>			
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 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			
What is the input rating of the heating system in this building? _____		Have Plans been submitted with plan review fee? <input type="checkbox"/> Yes	
What is the building size in square footage? _____		<input type="checkbox"/> Plans Not Required <input type="checkbox"/> No	
<b>6. HOMEOWNER AFFIDAVIT</b> <input type="checkbox"/> Not Applicable			
I hereby certify the mechanical work described on this permit application shall be installed <b>by myself in my own home</b> in which I am living or <b>about to occupy for a period of two years as required per State Act 6 of 2008</b> . All work shall be installed in accordance with the State Mechanical Code and <b>shall not be enclosed, covered up, or put into operation</b> until it has been <b>inspected</b> and <b>approved</b> by the mechanical inspector. I will cooperate with the mechanical inspector and assume the responsibility to arrange for necessary inspections.			
Initial of Homeowner ( <u>Homeowner's initial indicates compliance with Section 6 Homeowner Affidavit</u> )		Date	

No individual or entity shall be subjected to discrimination or harassment by the City of Marshall on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.

# MECHANICAL FEES

FEE QTY TOTAL

Plan Review residential over 3,500 sqft and commercial***	\$200.00		
Plan Review (additional hours = \$45 per hour)	\$45.00		
<b>1. Administrative Fees*</b>	<b>\$100.00</b>		<b>\$100.00</b>
<b>2. Final Inspection</b>	<b>\$75.00</b>		<b>\$75.00</b>
3. Rough-In Inspection	\$75.00		
4. Re-inspection or Additional Inspection	\$75.00		
5. Underground/Specialty/Pre-Sale Inspection	\$75.00		

## Itemized Fees

6. AC Split System	\$30.00		
7. Replacement of Conversion Units	\$30.00		
8. Gas or Oil Burning Equipment	\$30.00		
9. Residential Boiler	\$30.00		
10. Heat Pumps: Residential	\$30.00		
11. Evaporator Coils	\$30.00		
12. Refrigeration (Split System)	\$30.00		
13. Chillers	\$30.00		
14. Cooling Towers	\$30.00		
15. Compressor	\$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		
<b>TOTAL COLUMN NO. 1</b>			

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 (Min. \$20)	.75 per head		
<b>**39. Registration</b>	<b>\$25.00</b>		
<b>TOTAL PERMIT FEES</b>			

**NOTE: 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.

\* **Administration fee is added to all permits.**

\*\*Registration expires when Contractor's STATE License expires. If you have not registered with the City since your last license renewed, please include registration fee and copy of license.

\*\*\*Plan Review is \$200, for up to 4 hours and \$45 an hour after that up, to a total of 25% of the building plan review fee

**FAILURE TO COMPLETE THE FEE SECTION OF THE PERMIT APPLICATION COULD RESULT IN DENIAL OF YOUR APPLICATION AND DELAY OF YOUR PROJECT**

**AS OF JULY 1, 2023 ANY WORK COMPLETED BEFORE PERMIT IS ISSUED WILL BE SUBJECT TO A FEE OF DOUBLE THE PERMIT FEE, UP TO \$5000**

Any work covered before permit was pulled will require contractor/owner to uncover at their expense.

**TO THE APPLICANT- You will be notified within 10 business days (unless otherwise communicated) as to the status of your application. If your project is denied, you will be notified as to the reasons why. If approved, you will be issued an invoice. Once paid you will be issued your permit and work may begin. Please make sure that you have completed, signed, and submitted all the necessary paperwork as to not delay your approval and start date.**

Applications lacking completion, contractor registration status issues, or lack of the submission or required plans, will be returned

## 6. 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 ( <b>Homeowner's signature indicates compliance with Section 6 Homeowner Affidavit</b> )	Date
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**Contact our building department below with any questions**

<b>Brandie Cary</b>	Schedule Inspections – <a href="mailto:bcary@cityofmarshall.com">bcary@cityofmarshall.com</a>	269-781-3985 x 1501
<b>Bryan Powers</b>	Building Official- <a href="mailto:bpowers@cityofmarshall.com">bpowers@cityofmarshall.com</a>	517-937-8205
<b>Marcia Strange</b>	Zoning Administrator - <a href="mailto:mstrange@cityofmarshall.com">mstrange@cityofmarshall.com</a>	269-781-3985 x 1145