

**Mechanical Permit Application**

**Alpena Charter Township 4385 US 23 North, Alpena, MI 49707**

Authority: 1972 PA 230  
Penalty: Failure to provide information may result in denial of your request.

**I. Project or Facility Information**

NAME OF OWNER/AGENT/SCHOOL/STATE DEPT.		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED				

**II. Applicant/Facility Contact Information**

INDICATE APPLICANT  <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME OF HOMEOWNER/CONTRACTOR	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)		

**III. Type of Job**

<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> <b>State Owned</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Alteration	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	
		<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> <b>School</b>

**IV. Plan Review Information**

**Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required** for the following:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00. If work being performed is described above, check box below **"Plans Not Required."**

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

**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.

Plan Review Project No. \_\_\_\_\_  **Plans Not Required**

**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 subjected to civil fines.**

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit)	DATE
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**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 Township Mechanical Inspector. I will cooperate with the Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**VII. Fee Schedule**

**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 need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total		Fee	# of Items	Total
1. Application Fee (non-refundable)	\$60.00	1		43. Exhausters (commercial)	\$15.00		
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00			18. Duct - minimum fee \$25.00	\$.10 /ft		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			19. Heat Pumps; Commercial (pipe not included)	\$20.00		
4. Boiler	\$30.00			<b>Air Handlers/Heat Wheels</b>			
5. Water Heater (gas piping & venting-direct replacement only)	\$5.00			20. Under 10,000 CFM	\$20.00		
				21. Over 10,000 CFM	\$60.00		
6. Damper (control, back-draft, barometric or fire/smoke)	\$5.00			22. Commercial Hoods	\$15.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00			23. Heat Recovery Units	\$10.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00			24. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
37. Gas Burning Fireplace	\$30.00			25. Unit Ventilators/PTAC Units	\$10.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00			26. Unit Heaters (terminal units)	\$15.00		
10. Gas Piping; each opening-new install (residential)	\$5.00			27. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
11. Air Conditioning (incl. split systems) RTU-Cooling Only	\$30.00			28. Coils (Heat/Cool)	\$30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00			29. Refrigeration (split system)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00			<b>Chiller/Cooling Towers</b>			
16. Humidifiers/Air Cleaners	\$10.00			30. Chiller-Refrigeration	\$30.00		
<b>Tanks</b>				44. Chiller-Air Conditioning	\$30.00		
14. Aboveground (other than L.P.)	\$20.00			31. Cooling Towers-Refrigeration	\$30.00		
38. Aboveground Connection	\$20.00			45. Cooling Towers-Air Conditioning	\$30.00		
15. Underground (other than L.P.)	\$25.00			32. Compressor/Condenser	\$30.00		
39. Underground Connection	\$25.00			<b>Inspections</b>			
<b>Piping (ALL piping-minimum fee \$25.00)</b>				33. Safety Inspection	\$35.00		
17. Fuel Gas Piping	\$.05 /ft			34. Additional Inspection	\$60.00		
40. Process Piping	\$.05 /ft			35. Final Inspection	\$60.00		
41. Hydronic Piping	\$.05 /ft			36. Certification Fee	\$30.00		
42. Refrigeration Piping	\$.05 /ft			<b>Application fee and an inspection fee must be included in total.</b>			
46. Commercial Air Conditioning Piping	\$.05 /ft			<b>TOTAL FEE</b>			

**Make checks payable to: Alpena Charter Township**

**General:** Mechanical work shall not be started until the application for permit has been filed with the Charter Township of Alpena Building department. All installations shall be in conformance with the Michigan Mechanical Code 2015. **No work shall be concealed until it has been inspected.** The telephone number for the inspector 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 **job location** and **permit number**.

**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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.**  
**CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$60.00.**

**Where to Submit Application:**  
 Charter Township of Alpena  
 Building Official  
 4385 US 23 North  
 Alpena, MI 49707