



**Charter Township of Alpena**  
**Mechanical Permit Application**  
4385 US 23 North, Alpena, MI 49707  
(989) 356-0297, Ext 4

[www.alpenatownship.com](http://www.alpenatownship.com) ~ [alptwn@alpenatownship.com](mailto:alptwn@alpenatownship.com)

Monday – Friday, 8:00 a.m. – 5:00 p.m.

**I. Job Location**

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? YES                      NO                      NOT REQUIRED
JOB LOCATION (Street Number and Name)	PARCEL ID #
PHONE NUMBER(S)	EMAIL

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS: CONTRACTOR      HOMEOWNER	NAME	STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		STATE REGISTRATION NUMBER	LOCAL LICENSING JURISDICTION
CITY	STATE	ZIP CODE	WORKERS COMPENSATION INSURANCE CARRIER
TELEPHONE NUMBER (include Area Code)		FEDERAL EMPLOYER ID NUMBER	
EMAIL		UIA NUMBER	

**III. Type of Job**

<b>SINGLE FAMILY</b>	<b>OTHER</b> _____	<b>STATE OWNED</b>	<b>SCHOOL</b>
New      Alteration	Service Only      Special Inspection	Premanufactured Home Setup (state approved)	Manufactured/HUD Home Setup

**IV. Plan Review Required**

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:

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.

If work being performed is described above, check:      **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.** \_\_\_\_\_

**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.	
<b>SIGNATURE OF CONTRACTOR OR HOMEOWNER</b> (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	<b>DATE</b>

**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 local mechanical inspector. I will cooperate with the local mechanical inspector and assume the responsibility to arrange for necessary inspections.

**Complete Application on Back Side**

## 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 #26 Duct need NOT be added. Replacement systems should be itemized.

Description of Work	Fee	# of Items	Total	Description of Work	Fee	# of Items	Total
1. Application Fee (non-refundable)	\$70.00	1		25. Exhausters (commercial)	\$15.00		
2. Residential Heating System (includes duct & pipe) *New Building Only	\$50.00			26. Duct – <b>minimum fee \$25.00</b>	\$0.10/ft		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			27. Heat Pumps – Commercial (pipe not included)	\$20.00		
4. Boiler	\$30.00			Air Handlers/Heat Wheels			
5. Water Heater (gas piping & venting-direct replacement only)	\$ 5.00			28. Under 10,000 CFM	\$20.00		
6. Damper (control, back-draft, barometric or fire/smoke)	\$ 5.00			29. Over 10,000 CFM	\$20.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00			30. Commercial Hoods	\$15.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00			31. Heat Recovery Units	\$10.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00			32. VAV Boxes (all variable volume or zone damper equipment)	\$10.00		
10. Gas Piping; each opening-new install (residential)	\$ 5.00			33. Unit Ventilators/PTAC Units	\$10.00		
11. Air Conditioning (including split systems) RTU-Cooling Only	\$30.00			34. Unit Heaters (terminal units)	\$15.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00			35. Fire Suppression/Protection (includes piping) – <b>minimum fee \$20.00</b>	\$0.75/head		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$ 5.00			36. Coils (Heat/Cool)	\$30.00		
14. Humidifiers/Air Cleaners	\$10.00			37. Refrigeration (split system)	\$30.00		
15. Gas Burning Fireplace	\$30.00			Chiller/Cooling Towers			
Tanks				38. Chiller – Refrigeration	\$30.00		
16. Aboveground Connection	\$20.00			39. Chiller – Air Conditioning	\$30.00		
17. Aboveground (other than LP)	\$20.00			40. Cooling Towers – Refrigeration	\$30.00		
18. Underground Connection	\$25.00			41. Cooling Towers – Air Conditioning	\$30.00		
19. Underground (other than LP)	\$25.00			42. Compressor/Condenser	\$30.00		
Piping *ALL piping – minimum fee \$25.00				Inspections			
20. Fuel Gas Piping	\$0.05/ft			43. Safety Inspection	\$75.00		
21. Process Piping	\$0.05/ft			44. Additional Inspection	\$70.00		
22. Hydronic Piping	\$0.05/ft			45. Final Inspection	\$70.00		
23. Refrigeration Piping	\$0.05/ft			46. Certification Fee	\$30.00		
24. Commercial Air Conditioning Piping	\$0.05/ft			<b>* Both Application Fee and an Inspection Fee must be included in total.</b>		<b>TOTAL FEE</b>	

Submit Applications To:  
 Charter Township of Alpena  
 Building Department  
 4385 US 23 North, Alpena, MI 49707  
[alptwn@alpenatownship.com](mailto:alptwn@alpenatownship.com)

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

Additional Notes/Scope of Work:

**General:** Mechanical work shall not be started until the application for permit has been filed with the Charter Twp of Alpena Building Department. All installations shall be in conformance with the current Michigan Mechanical Code. 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. Applicant is responsible for scheduling inspections with inspector.

**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 \$70.00.