



\* THE STAR OF SOUTHWESTERN MICHIGAN \*

# Mechanical Permit Application

1725 Territorial Road  
Benton Harbor, MI 49022

Rod Wilder, Mechanical Inspector  
Call for inspections at 269/208-9067

Submit mechanical applications at Building Department counter

Tel: (269) 925-7284  
Fax: (269) 925-7134

Authority: P.A. 230 of 1972, as amended <b>COMPLETION: MANDATORY TO OBTAIN PERMIT</b> PENALTY: PERMIT CANNOT BE ISSUED <i>BCT is an equal opportunity employer / program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.</i>	Date of Application: _____
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(OFFICE USE ONLY): Property ID#: 11-03- Receipt #: \_\_\_\_\_

### I. JOB LOCATION

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street Address & Job Location (Street No. and Name)	City/Village N / A	Township Benton Charter Township	County Berrien

### II. CONTRACTOR / HOMEOWNER INFORMATION

Indicate applicant: <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State License Number	Expiration Date
Address (Street No. and Name)		State Registration Number	Local Licensing Jurisdiction
City	State	Zip Code	Workman's comp Insurance Carrier (or reasons for exemption):
Telephone Number	Cell phone number		Federal Employer ID Number (or reason for exemption)
Fax Number	<b>EMAIL ADDRESS:</b>		MESC Employer Number (or reason for exemption)

### III. TYPE OF JOB

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> PREMANUFACTURED HOME SETUP (STATE APPROVED)	<input type="checkbox"/> School
		<input type="checkbox"/> MANUFACTURED HOME SETUP (HUD MOBILE HOME)	

### IV. PLAN REVIEW INFORMATION:

PLANS MUST BE SUBMITTED WITH AN APPLICATION FOR PLAN EXAMINATION AND THE APPROPRIATE FEE, 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 IN (1-4) 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 P.A. 299 of 1980, and shall bear that architect's or engineer's seal and signature.

**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 sections 23a are subjected to civil fines.**

Signature of Licensee or Homeowner	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 2000 Michigan 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.

(Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Homeowner: Please sign and date here (and also as applicant)

**COMPLETE APPLICATION ON BACK SIDE**

**VII. Fee Clarifications: Please fill out the form below to the best of your knowledge: fee may require adjustment by the inspector.**

**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.  
**ITEM # 5: Water heater (gas-piping & venting – direct replacement only):** When changing out a hot water tank without altering location of the water heater, without changing Vent location, or without changing gas pipe route, only an application fee and \$5 water fee will be charged (permit fee total \$80).

**VIII. FEE CHART**

	FEE	# ITEMS	TOTAL
1. Application Fee ( <b>non-refundable</b> )	\$75.00	<b>1</b>	<b>\$75.00</b>
2. Residential Heating System (includes duct & pipe) <b>New Bldg only</b>	50.00		
3. Gas/Oil Burning Equipment – (furnace, roof top units, generators)	30.00		
4. Boiler			
5. Water Heater (gas piping & venting – direct replacement only)	5.00		
6. Damper (control, back-draft, barometric or fire/smoke)	5.00		
7. Solid Fuel Equip. (includes chimney)	30.00		
37. Gas burning fireplace	30.00		
8. Chimney factory built (installed separately; B vent; PVC Venting)	25.00		
9. Solar; set of 3 panels - fluid transfer (includes piping)	20.00		
10. Gas piping; each opening – new install (residential)	5.00		
11. Air Conditioning (includes split systems) RTU – cooling only	30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	30.00		
13. Dryer, Bath & Kitchen exhaust (residential ducting not included)	5.00		
<b>TANKS</b>			
14. Aboveground (other than LP)	20.00		
38. Aboveground Connection	20.00		
15. Underground (other than LP)	25.00		
39. Underground Connection	25.00		
<b>PIPING SYSTEMS – minimum \$25.00</b>			
17. Fuel Gas Piping	\$.05/ft.		
40. Process piping	\$.05/ft.		
41. Hydronic piping	\$.05/ft		
42. Refrigeration piping	\$.05/ft		
46. Commercial Air Conditioning Piping	\$.05/ft		

	FEE	# ITEMS	TOTAL
43. Exhauster (commercial)	\$15.00		
18. Duct --- minimum fee \$25.00	\$.10/ft		
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
20. Air Handlers/Heat Wheels Under 10,000 CFM	20.00		
21. Air Handlers/Heat Wheels Over 10,000 CFM	60.00		
22. Commercial Hoods	15.00		
23. Heat Recovery Units	10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	10.00		
25. Unit Ventilators / PTAC units	10.00		
26. Unit Heaters (Terminal Units)	15.00		
27. Fire Suppression/Protection (includes piping) -- minimum fee \$20.00	\$.75 / head		
28. Coils (Heat / Cool)	30.00		
29. Refrigeration (Split system)	30.00		
<b>Chiller/Cooling Towers</b>			
30. Chiller – Refrigeration	30.00		
44. Chiller – Air Conditioning	30.00		
31. Cooling Towers – Refrigeration	30.00		
45. Cooling Towers – Air Conditioning	30.00		
32. Compressor / Condenser	30		
<b>Inspections:</b>			
33. Special inspection (pertaining to sale of building)	75.00		
34. Additional Inspection	75.00		
35. Final Inspection	\$75.00	<b>1</b>	<b>\$75.00</b>
36. Certification Fee	30.00		
<b>Total Fees:</b> must include the \$75.00 non-refundable application and \$75.00 final inspection fee, with clarifications made above).			

**IX. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with Benton Charter Township. All installations shall be in conformance with the 2012 Michigan Mechanical Code and 2015 MI Residential Code. **No work shall be concealed until it has been inspected.**  
 The name of the inspector and the telephone number 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. You should arrange inspection 24 hrs prior to needing that inspection.**

**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 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 SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

**The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, handicap or political beliefs.**

**X. UTILITY SERVICE ORDER NUMBER**

If this application includes work involving service equipment, include the serving utility work order number here.	
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