



Mechanical Permit Application

Please call for inspections at (269) 208-9067

1725 Territorial Road
Benton Harbor, MI 49022

Rod Wilder, Mechanical Inspector
Submit mechanical applications at Building Department counter

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

Permit Holder MUST call for All Inspections & give a 24 Hour Notice

| | |
|--|-----------------------------|
| Authority: P.A. 230 of 1972, as amended COMPLETION: MANDATORY TO OBTAIN PERMIT 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: |
| OFFICE USE ONLY: PROPERTY ID#: | FEES / RECEIPT #: |

I. JOB, PROJECT, OR FACILITY INFORMATION

| | | | |
|---|---|-------------------------------------|-------------------|
| 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

| | | | |
|---|--------------------------------|--|--|
| <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner | Name | State License Number | Expiration Date |
| Address (Street No. and Name) | | MESC Employer Number (or reason for exemption) | |
| City | State | Zip Code | Workman's Comp Insurance Carrier and expiration date (or reasons for exemption): |
| Telephone Number (cell): | EMAIL ADDRESS: (PRINT CLEARLY) | | Federal Employer ID Number (or reason for exemption) |

III. TYPE OF JOB: Please describe work being done (general description):

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

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/Contractor or Homeowner X | Date |

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 **2021 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) Sign here and above

| |
|--|
| X |
| 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 | | FEE | # ITEMS | TOTAL |
|---|-----------|---------|---------|---|----------------|----------|----------------|
| 1. Application Fee (non-refundable) | \$75.00 | 1 | \$75.00 | 43. Exhauster (commercial) | \$15.00 | | |
| 2. Residential Heating System (includes duct & pipe) New Bldg 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 | | | 20. Air Handlers/Heat Wheels Under 10,000 CFM | 20.00 | | |
| 5. Water Heater (gas piping & venting – direct replacement only) | 5.00 | | | 21. Air Handlers/Heat Wheels 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 Equip. (includes chimney) | 30.00 | | | 23. Heat Recovery Units | 10.00 | | |
| 37. Gas burning fireplace | 30.00 | | | 24. V.A.V. Boxes (all variable volume or zone damper equipment) | 10.00 | | |
| 8. Chimney factory built (installed separately; B vent; PVC Venting) | 25.00 | | | 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 (includes 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 | | | Chiller/Cooling Towers | | | |
| TANKS | | | | 30. Chiller – Refrigeration | 30.00 | | |
| 14. Aboveground (other than LP) | 20.00 | | | 44. Chiller – Air Conditioning | 30.00 | | |
| 38. Aboveground Connection | 20.00 | | | 31. Cooling Towers – Refrigeration | 30.00 | | |
| 15. Underground (other than LP) | 25.00 | | | 45. Cooling Towers – Air Conditioning | 30.00 | | |
| 16. Humidifiers/Air cleaners | 10.00 | | | 32. Compressor / Condenser | 30.00 | | |
| PIPING SYSTEMS – minimum \$25.00 | | | | Inspections: | | | |
| 17. Fuel Gas Piping | \$.05/ft. | | | 33. Special inspection (pertaining to sale of building) | 75.00 | | |
| 40. Process piping | \$.05/ft. | | | 34. Additional Inspection | 75.00 | | |
| 41. Hydronic piping | \$.05/ft. | | | 35. Final Inspection | \$75.00 | 1 | \$75.00 |
| 42. Refrigeration piping | \$.05/ft. | | | 36. Certification Fee | 30.00 | | |
| 46. Commercial Air Conditioning Piping | \$.05/ft. | | | Total Fees: must include the \$75.00 non-refundable application and \$75.00 final inspection fee, with clarifications made above). | | | |

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

Please Make Checks Payable To: Benton Charter Township

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 2021 Michigan Mechanical Code and **2021 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 hours 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.

SUBMIT PERMIT APPLICATION AT THE BUILDING DEPARTMENT COUNTER. CREDIT CARD USE WILL REQUIRE USEAGE FEES AS CHARGED THE TOWNSHIP, BUT CAN NOW BE USED ONLY IF YOU ARE PRESENT AT THE COUNTER.

X. UTILITY SERVICE ORDER NUMBER

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