

MECHANICAL PERMIT APPLICATION
 CRAWFORD COUNTY DEPARTMENT OF BUILDING SAFETY
 200 W. MICHIGAN AVENUE – ANNEX BUILDING, GRAYLING, MI 49738

PH: 989-344-3233

FAX: 989-348-1016

TOWNSHIP: _____

PERMIT#: _____

AUTHORITY: Act 230, PA 1972	Date of Application: _____
COMPLETION: Installation shall not be started until Application is filed.	
PENALTY: Written order to stop construction	Property code # _____

1. 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	City	Township	County

2. CONTRACTOR/HOMEOWNER INFORMATION:

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	State Lic. Number	Expiration Date
Address (Street No. and Name)			
City	State	Zip Code	Phone
S.S.N.	Federal I.D. (or reason for exemption)	Insurance carrier (workers comp.)	

3. TYPE OF JOB:

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Mobile Home Setup
<input type="checkbox"/> Other	<input type="checkbox"/> Remodel	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Modular Home Setup

4. PLAN REVIEW REQUIRED:

See section 9 for plan review requirements before completing this section.		
<input type="checkbox"/> Plans not required	<input type="checkbox"/> Plans required and submitted	<input type="checkbox"/> Plans required but not yet submitted

5. 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 Licensee or Homeowner (Homeowner signature indicates compliance with Section 6 Homeowner Affidavit)	Date

Contractor must be registered with the County.

6. HOMEOWNER AFFIDAVIT:

I hereby certify the Mechanical work described on this permit application shall be installed <u>by myself in my own home</u> 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 <u>inspected</u> and <u>approved</u> by the State Mechanical Inspector. I will cooperate with the State Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

7. PLAN REVIEW REQUIREMENTS

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. Exception 1. One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less. Exception 2. Alterations and repair work determined by the Mechanical Official to be of a minor nature. Exception 3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 sq. feet Exception 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

Complete Application on Back Side

8. FEE CHART:	FEE	ITEM	TOTAL
1. Application Fee (Non – Refundable)	50.00		
2. Residential Heating System (includes duct & pipe) New Building Only*	50.00		
3. Gas/Oil Burning Equipment (furnace) New and/or Conversion Units	30.00		
4. Residential Boiler**	30.00		
5. Water Heater	5.00		
6. Flue/Vent Damper	5.00		
7. Solid Fuel Equip. (Includes chimney)	30.00		
8. Chimney, Factory built (installed separately)	25.00		
9. Solar: set of 3 panels (includes piping)	20.00		
10. Gas Piping: each opening – new installation	5.00		
11. Air Conditioning (includes split systems)	30.00		
12. Heat Pumps (complete residential)	30.00		
13. Bath & Kitchen exhaust	5.00		
14. Regulator & Buried line installation for Tank Above & Underground \$25.00	25.00		
15. Humidifiers	10.00		
16. Piping Systems – minimum \$25.00 Piping - \$.05/ft.			
17. Duct – minimum \$25.00 Duct - \$.10/ft			
18. Heat Pumps: Commercial (pipe not included)	20.00		
Air Handlers/Heat Wheels:			
19. Under 10,000 CFM	20.00		
20. Over 10,000 CFM	60.00		
21. Commercial Hoods	15.00		
22. Heat Recovery Units	10.00		
23. V.A.V. Boxes	10.00		
24. Unit Ventilators	10.00		
25. Unit Heaters (terminal units)	15.00		
26. Fire Suppression/Protection – minimum \$20.00 \$.75 per head			
27. Evaporator Coils	30.00		
28. Refrigeration (split system)	30.00		
29. Chiller	30.00		
30. Cooling Towers	30.00		
31. Compressor	30.00		
Inspections:			
32. Special/Safety Inspection (includes cert. Fee)	75.00		
33. Additional Inspection (Rough)	50.00		
34. Final Inspection	50.00		
35. Certification Fee	20.00		
36. Basement with heat in floors	50.00		
37. Modular/Mobile homes (flat fee)	75.00		

MAKE CHECKS PAYABLE TO: CRAWFORD COUNTY TOTAL FEES DUE: \$ _____

ADDITIONAL FEE WILL BE CHARGED FOR ITEMS NOT ON APPLICATION

9. FEE CLARIFICATION:

Item #2, Residential Heating System: This item is used for the installation of a heating system in a new residential structure . Item #10; Gas Piping and #20; Duct, SHOULD NOT BE charged. Replacement systems should be itemized.
Item #4, Residential Boiler: A residential boiler must be installed by a licensed boiler installer.
Item #16, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

CRAWFORD COUNTY DEPARTMENT OF BUILDING SAFETY INSPECTION PROCEDURES REQUIRED

IMPORTANT NOTICE

The County of Crawford Building Department Inspectors, in accordance with the Code of the State of Michigan and the Ordinance of the County of Crawford, must inspect all building projects in the logical and sequential order in which they are listed below:

1. **Footing Inspection:** After footings are formed and before concrete is poured.
 - A. **Basement:** Requires footing inspection and basement wall inspection which is done after the blocks are laid and before backfilling.
2. **Rough Inspection:** Before walls are enclosed or insulated. Rough inspections by mechanical, plumbing and electrical inspectors must be complete and documented.
3. **Final Inspection:** When construction is complete and before building is occupied. Final inspections by mechanical, plumbing and electrical inspectors must be complete and documented.
4. **Accessory Buildings:** Requires inspections #1 and # 3 and/or more as required.

A Temporary Certificate of Occupancy requires re-inspection of all corrections plus a Re-inspection fee.

A Certificate of Occupancy must be issued before building is occupied.

The **owner/contractor** has the responsibility to ensure that inspections are made when required and should inform any contractors involved of the inspection requirements.

ALL re-inspections for Building, Electrical, Mechanical and Plumbing require payment of the fee for additional inspection prior to re-scheduling.

The Crawford County Building inspector will make every effort to inspect your project in a timely manner. However, if it is not possible to inspect upon your immediate request and within your immediate time schedule, it does not mean that you may continue building.

To continue building beyond an inspection level, prior to that inspection, will cause a STOP WORK order to be placed on your building project until that inspection can be properly performed.

I have been informed of the above stated **Inspection Policy.**

Owner's \ Contractor's Signature

Date

10. INSTRUCTIONS FOR COMPLETING APPLICATION:

General: Mechanical work shall not be started until the application of permit has been filed with the Crawford County Department of Building Safety. All installations shall be in conformance with the State Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector will be provide on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the name of the homeowner, 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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of sixth months after the time of commencing the work. **A PERMIT WILL BE COLOSED 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.**

PROJECT SITE LOCATION DIRECTIONS

Please submit this information to assist staff in locating your project site. This will avoid delays in processing your inspections because staff cannot locate your project site. This page is in addition to the site location map.

11. ADDRESS INFORMATION:

Township	Town	Range	Section
Property Address			
Where is Address Visible? <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Mailbox <input type="checkbox"/> Sign			
Name of Access Road to Project?			
Road Type: <input type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Seasonal			
Name of Nearest Crossroad:			
Distance to this Road (in Miles and Tenths):			

Please add driving directions and/or legible map in the space provided on this sheet.

Property Owner Signature:			
Mailing Address:			
City	State	Zip Code	Telephone:
Contractor's Signature:			
Mailing Address:			
City	State	Zip Code	Telephone: